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

Work Plan

March 25, 2015
EuropeAid/135314/C/SER/MULTI
Contract number 2014/235-249

<table>
<thead>
<tr>
<th>REVISION</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>PREPARED BY (AUTHOR)</th>
<th>REVIEWED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>February 1, 2015</td>
<td>First Draft Work Plan</td>
<td>Sergej Anagnosti-TL supported by Michael Elmquist – KE2</td>
<td>Aïda Yassine- PF</td>
</tr>
<tr>
<td>2</td>
<td>March 11, 2105</td>
<td>Draft Inception Report</td>
<td>Sergej Anagnosti-TL supported by Michael Elmquist – KE2, Roberto Rudari – DRP NKE, Phil Langdale – HNS NKE, Alessandro Candeloro – Communication &amp; Media NKE</td>
<td>Aïda Yassine- PF</td>
</tr>
<tr>
<td>3</td>
<td>March 19, 2105</td>
<td>Final Draft Work Plan</td>
<td>Sergej Anagnosti-TL supported by Michael Elmquist – KE2</td>
<td>Aïda Yassine- PF</td>
</tr>
<tr>
<td>4</td>
<td>March 25, 2015</td>
<td>Final Work Plan</td>
<td>Sergej Anagnosti – TL</td>
<td>Aïda Yassine- PF</td>
</tr>
<tr>
<td>REVISION</td>
<td>DATE</td>
<td>DESCRIPTION</td>
<td>PREPARED BY (AUTHOR)</td>
<td>REVIEWED BY</td>
</tr>
<tr>
<td>----------</td>
<td>------------------</td>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1</td>
<td>February 1, 2015</td>
<td>First Draft Work Plan</td>
<td>Sergej Anagnosti-TL supported by Michael Elmquist – KE2</td>
<td>Aïda Yassine- PM</td>
</tr>
<tr>
<td>4</td>
<td>March 25, 2015</td>
<td>Final Work Plan</td>
<td>Sergej Anagnosti – TL</td>
<td>Aïda Yassine- PM</td>
</tr>
</tbody>
</table>
Summary

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

CONTRACT NUMBER: 2014/235-249

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

LEAD CONTRACTOR

NAME: MWH

ADDRESS: Nysdam Office Park
Avenue Reine Astrid, 92
B-1310 La Hulpe
BELGIUM

TEL. NUMBER: +32 2 6552258

FAX NUMBER: +32 2 6552280

CONTACT PERSON: Aïda Yassine

SIGNATURE

DATE OF REPORT:

AUTHOR OF REPORT:

EU PROJECT MANAGER: Jean-François Moret
Table of Content

1. FINAL DRAFT WORK PLAN .......................................................... 8
   1.1. OVERALL APPROACH ...................................................... 8
   1.2. MANAGEMENT .................................................................. 10
   1.3. CAPACITY BUILDING AS A CROSS-CUTTING ISSUE .............. 11
   1.4. OBSERVATIONS FOR PROGRAMME SUCCESS ..................... 13
   1.5. OVERALL 4-YEAR WORK PLAN ........................................ 13
       1.5.1. Inception Phase ...................................................... 14
       1.5.2. Activity Area A ..................................................... 14
       1.5.3. Activity Area B ..................................................... 16
       1.5.4. Activity Area C ..................................................... 22
       1.5.5. Activity Area D ..................................................... 23
       1.5.6. Activity Area E ..................................................... 25
   1.6. DETAILED FIRST YEAR PLAN OF ACTION ....................... 27
       1.6.1. Inception phase ...................................................... 28
       1.6.2. Activity Area A ..................................................... 28
       1.6.3. Activity Area B ..................................................... 31
       1.6.4. Activity Area C ..................................................... 33
       1.6.5. Activity Area D ..................................................... 35
       1.6.6. Activity Area E ..................................................... 38

ANNEXES ............................................................................. 40

   ANNEX 1 - DRAFT BASIC TRAINING COURSE AGENDA ............. 40
   ANNEX 2 - DRAFT OPERATIONAL MANAGEMENT TRAINING COURSE CURRICULUM ............................................. 40
   ANNEX 3 - DRAFT ADVANCE TRAINING COURSE CURRICULUM .......................................................... 40
   ANNEX 4 - PPRD EAST 2 DETAILED FIRST YEAR PLAN OF ACTION ...................................................... 40

1. FINAL DRAFT WORK PLAN 8

   1.1. OVERALL APPROACH ...................................................... 8
   1.2. CAPACITY BUILDING AS A CROSS-CUTTING ISSUE .............. 10
   1.3. OBSERVATIONS FOR PROGRAMME SUCCESS ..................... 13
   1.4. OVERALL 4-YEAR WORK PLAN ........................................ 13
       1.4.1. Inception Phase ...................................................... 14
       1.4.2. Activity Area A ..................................................... 14
       1.4.3. Activity Area B ..................................................... 16
       1.4.4. Activity Area C ..................................................... 22
       1.4.5. Activity Area D ..................................................... 23
       1.4.6. Activity Area E ..................................................... 25
   1.5. DETAILED FIRST YEAR PLAN OF ACTION ....................... 27
       1.5.1. Inception phase ...................................................... 28
       1.5.2. Activity Area A ..................................................... 28
       1.5.3. Activity Area B ..................................................... 31
       1.5.4. Activity Area C ..................................................... 33
       1.5.5. Activity Area D ..................................................... 35
       1.5.6. Activity Area E ..................................................... 38

ANNEXES ............................................................................. 40

   ANNEX 1 - DRAFT BASIC TRAINING COURSE AGENDA ............. 40
ANNEX 2 - DRAFT OPERATIONAL MANAGEMENT TRAINING COURSE CURRICULUM .......................................................... 40
ANNEX 3 - DRAFT ADVANCE TRAINING COURSE CURRICULUM ............................................................................ 40
ANNEX 4 - PPRD EAST 2 DETAILED FIRST YEAR PLAN OF ACTION ........................................................................... 40
### ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARS</td>
<td>Armenian Rescue Service</td>
</tr>
<tr>
<td>ARC</td>
<td>Armenian Red Cross Society</td>
</tr>
<tr>
<td>AzRC</td>
<td>Azerbaijan Red Crescent Society</td>
</tr>
<tr>
<td>BRCS</td>
<td>Belarusian Red Cross Society</td>
</tr>
<tr>
<td>CAG</td>
<td>Country Advisory Group</td>
</tr>
<tr>
<td>CECIS</td>
<td>Common Emergency and Information System</td>
</tr>
<tr>
<td>CIMA</td>
<td>International Centre on Environmental Monitoring Research Foundation</td>
</tr>
<tr>
<td>CIS</td>
<td>Commonwealth of Independent States</td>
</tr>
<tr>
<td>CMC</td>
<td>Crisis Management Centre</td>
</tr>
<tr>
<td>CP</td>
<td>Civil Protection</td>
</tr>
<tr>
<td>CPESS</td>
<td>Civil Protection and Emergency Situations Service</td>
</tr>
<tr>
<td>DG</td>
<td>Directorate General</td>
</tr>
<tr>
<td>DG ECHO</td>
<td>Humanitarian Aid and CP Department of the European Commission – Directorate General</td>
</tr>
<tr>
<td>DM</td>
<td>Disaster Management</td>
</tr>
<tr>
<td>DRM</td>
<td>Disaster Risk Management</td>
</tr>
<tr>
<td>DRR</td>
<td>Disaster Risk Reduction</td>
</tr>
<tr>
<td>EaP</td>
<td>Eastern Partnership</td>
</tr>
<tr>
<td>EC</td>
<td>European Commission</td>
</tr>
<tr>
<td>EFAS</td>
<td>European Flood Awareness System</td>
</tr>
<tr>
<td>EFFIS</td>
<td>European Forest Fire Information System</td>
</tr>
<tr>
<td>EMA</td>
<td>Emergency Management Agency (Department)</td>
</tr>
<tr>
<td>EMC</td>
<td>Emergency Management Centre</td>
</tr>
<tr>
<td>ENP</td>
<td>European Neighbourhood Policy</td>
</tr>
<tr>
<td>ENPI</td>
<td>European Neighbourhood and Partnership Instrument</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>ERRA</td>
<td>Electronic Regional Risk Atlas</td>
</tr>
<tr>
<td>ERCC</td>
<td>Emergency Response Coordination Centre</td>
</tr>
<tr>
<td>EU</td>
<td>European Union</td>
</tr>
<tr>
<td>EWS</td>
<td>Early Warning System</td>
</tr>
<tr>
<td>GIS</td>
<td>Geographic information system</td>
</tr>
<tr>
<td>GOA</td>
<td>Government of Armenia</td>
</tr>
<tr>
<td>GSHAP</td>
<td>Global Seismic Hazard Assessment Program</td>
</tr>
<tr>
<td>GTZ</td>
<td>German Technical Cooperation Agency</td>
</tr>
<tr>
<td>HFA</td>
<td>Hyogo Framework for Action</td>
</tr>
<tr>
<td>HNS</td>
<td>Host Nation Support</td>
</tr>
<tr>
<td>ICDO</td>
<td>International Civil Defence Organisation</td>
</tr>
<tr>
<td>ICT</td>
<td>Information, Communication and Telecommunication Technologies</td>
</tr>
<tr>
<td>INSARAG</td>
<td>International Search and Rescue Advisory Group</td>
</tr>
<tr>
<td>INSPIRE</td>
<td>Infrastructure for Spatial Information in Europe</td>
</tr>
<tr>
<td>ISDR</td>
<td>International Strategy for Disaster Reduction</td>
</tr>
<tr>
<td>JICA</td>
<td>Japan International Cooperation Agency</td>
</tr>
<tr>
<td>KE</td>
<td>Key Expert</td>
</tr>
<tr>
<td>LSG</td>
<td>Local Self Government</td>
</tr>
<tr>
<td>MIA</td>
<td>Ministry of Internal Affairs</td>
</tr>
<tr>
<td>MoD</td>
<td>Ministry of Defence</td>
</tr>
<tr>
<td>MoENR</td>
<td>Ministry of Ecology and Natural Resources</td>
</tr>
<tr>
<td>MoES (or MES)</td>
<td>Ministry of Emergency Situations</td>
</tr>
<tr>
<td>MoFA</td>
<td>Ministry of Foreign Affairs</td>
</tr>
<tr>
<td>MoH</td>
<td>Ministry of Health</td>
</tr>
<tr>
<td>MoNREP</td>
<td>Ministry of Natural Resources and Environmental Protection</td>
</tr>
<tr>
<td>MoTAES</td>
<td>Ministry of Territorial Administration and Emergency Situations</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>MPC</td>
<td>Main Planning Conference</td>
</tr>
<tr>
<td>MRCS</td>
<td>Moldavian Red Cross Society</td>
</tr>
<tr>
<td>NAG(s)</td>
<td>National Advisory Group(s)</td>
</tr>
<tr>
<td>NATECH</td>
<td>Natural Hazard Triggering a Technological Disaster</td>
</tr>
<tr>
<td>NATO</td>
<td>North Atlantic Treaty Organization</td>
</tr>
<tr>
<td>NEA</td>
<td>National Environmental Agency</td>
</tr>
<tr>
<td>NEMIS</td>
<td>National Emergency Management Information System</td>
</tr>
<tr>
<td>NERP</td>
<td>National Emergency Response Plan</td>
</tr>
<tr>
<td>NGO</td>
<td>Non-governmental organization</td>
</tr>
<tr>
<td>NHMS</td>
<td>National Hydro-meteorological Service</td>
</tr>
<tr>
<td>NHMC</td>
<td>National Hydro-meteorological Centre</td>
</tr>
<tr>
<td>NKE</td>
<td>Non-key Expert</td>
</tr>
<tr>
<td>NSC</td>
<td>National Security Council</td>
</tr>
<tr>
<td>OCHA</td>
<td>Office for the Coordination of Humanitarian Affairs</td>
</tr>
<tr>
<td>OECD</td>
<td>Organisation for Economic Co-operation and Development</td>
</tr>
<tr>
<td>OFDA</td>
<td>Office of Foreign Disaster Assistance</td>
</tr>
<tr>
<td>OPERA</td>
<td>OPerational Eo-based RAinfall-runoff forecast</td>
</tr>
<tr>
<td>OSCE</td>
<td>Organization for Security and Co-operation in Europe</td>
</tr>
<tr>
<td>OXFAM</td>
<td>Oxford Committee for Famine Relief</td>
</tr>
<tr>
<td>PIP</td>
<td>Partnership for Peace</td>
</tr>
<tr>
<td>PPRD East</td>
<td>EU funded Programme for the Prevention, Preparedness and Response to Natural and Man-made Disasters in the ENPI East Region</td>
</tr>
<tr>
<td>R&amp;D</td>
<td>Research and Development</td>
</tr>
<tr>
<td>RoA</td>
<td>Republic of Armenia</td>
</tr>
<tr>
<td>REC</td>
<td>Regional Environmental Centre</td>
</tr>
<tr>
<td>SDCA</td>
<td>Swiss Development Cooperation Agency</td>
</tr>
<tr>
<td>SEPES</td>
<td>State Emergency Prevention and Elimination System</td>
</tr>
</tbody>
</table>
Prevention, Preparedness and Response to Natural and Man-made Disasters in Eastern Partnership countries – PPRD East 2
Contract number 2014/235-249

Work Plan - March 25, 2015

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHS</td>
<td>State Hydro-meteorological Service</td>
</tr>
<tr>
<td>SOPs</td>
<td>Standard Operating Procedures</td>
</tr>
<tr>
<td>TACIS</td>
<td>Technical Assistance to the Commonwealth of Independent States</td>
</tr>
<tr>
<td>TEIA</td>
<td>Trans-boundary Effects of Industrial Accidents</td>
</tr>
<tr>
<td>ToR</td>
<td>Terms of Reference</td>
</tr>
<tr>
<td>TPIR</td>
<td>Training Programme for International Responders</td>
</tr>
<tr>
<td>TTX</td>
<td>Table Top Exercise</td>
</tr>
<tr>
<td>UA</td>
<td>Ukraine</td>
</tr>
<tr>
<td>UCPM</td>
<td>Union Civil Protection Mechanism</td>
</tr>
<tr>
<td>UN</td>
<td>United Nations</td>
</tr>
<tr>
<td>UN ECE</td>
<td>United Nations Economic Commission for Europe</td>
</tr>
<tr>
<td>UNDAF</td>
<td>United Nations Development Assistance Framework</td>
</tr>
<tr>
<td>UNDP</td>
<td>United Nations Development Programme</td>
</tr>
<tr>
<td>UNEP</td>
<td>United Nations Environment Programme</td>
</tr>
<tr>
<td>UNICEF</td>
<td>United Nations Children's Fund</td>
</tr>
<tr>
<td>UNISDR</td>
<td>United Nations International Strategy for Disaster Reduction</td>
</tr>
<tr>
<td>WMO</td>
<td>World Meteorological Organization</td>
</tr>
</tbody>
</table>
1. **FINAL DRAFT 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).

1.1. **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;
Prevention, Preparedness and Response to Natural and Man-made Disasters in Eastern Partnership countries – PPRD East 2
Contract number 2014/235-249

- 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:
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.

1.2. 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 County, 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 thorough 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,

---

1 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
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.

1.3. **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 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 workplace 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.

### 1.4. 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.

### 1.5. 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.

1.5.1. 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.

1.5.2. 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.

### 1.5.3. 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 princi-
ples 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 Parliamentarian 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 assist 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 designated\(^2\). 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 objectives 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 con-

\(^2\) So far, Belarus and Moldova have both offered to host the exercise.
duct 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.

1.5.4. 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.

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

- **Task D.1.5 Continuation of initiated work with journalists**
  o Subtask D1.5.1 Assessment of PPRD East Journalist Network and
  o 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 ongoing 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 ongoing 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.

1.5.6. 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
  - 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.

### 1.6. 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 ERRA 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.
1.6.1. 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.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.

1.6.2. 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.

- 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.
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.

1.6.3. 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 Pro-
Prevention, Preparedness and Response to Natural and Man-made Disasters in Eastern Partnership countries – PPRD East 2
Contract number 2014/235-249

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 29-October1, 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.

1.6.4. **Activity Area C**

**Activity C.1 Further development of the ERRA**

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

  o **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.

  o **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 sub-task 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.

1.6.5. **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 D.1.4.1 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 D.1.5.1 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.
1.6.6. 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.
ANNEXES

ANNEX 1 - DRAFT BASIC TRAINING COURSE AGENDA

ANNEX 2 - DRAFT OPERATIONAL MANAGEMENT TRAINING COURSE CURRICULUM

ANNEX 3 - DRAFT ADVANCE TRAINING COURSE CURRICULUM

ANNEX 4 - PPRD EAST 2 DETAILED FIRST YEAR PLAN OF ACTION