



European  
Commission

# The European Civil Protection Training Programme



Humanitarian  
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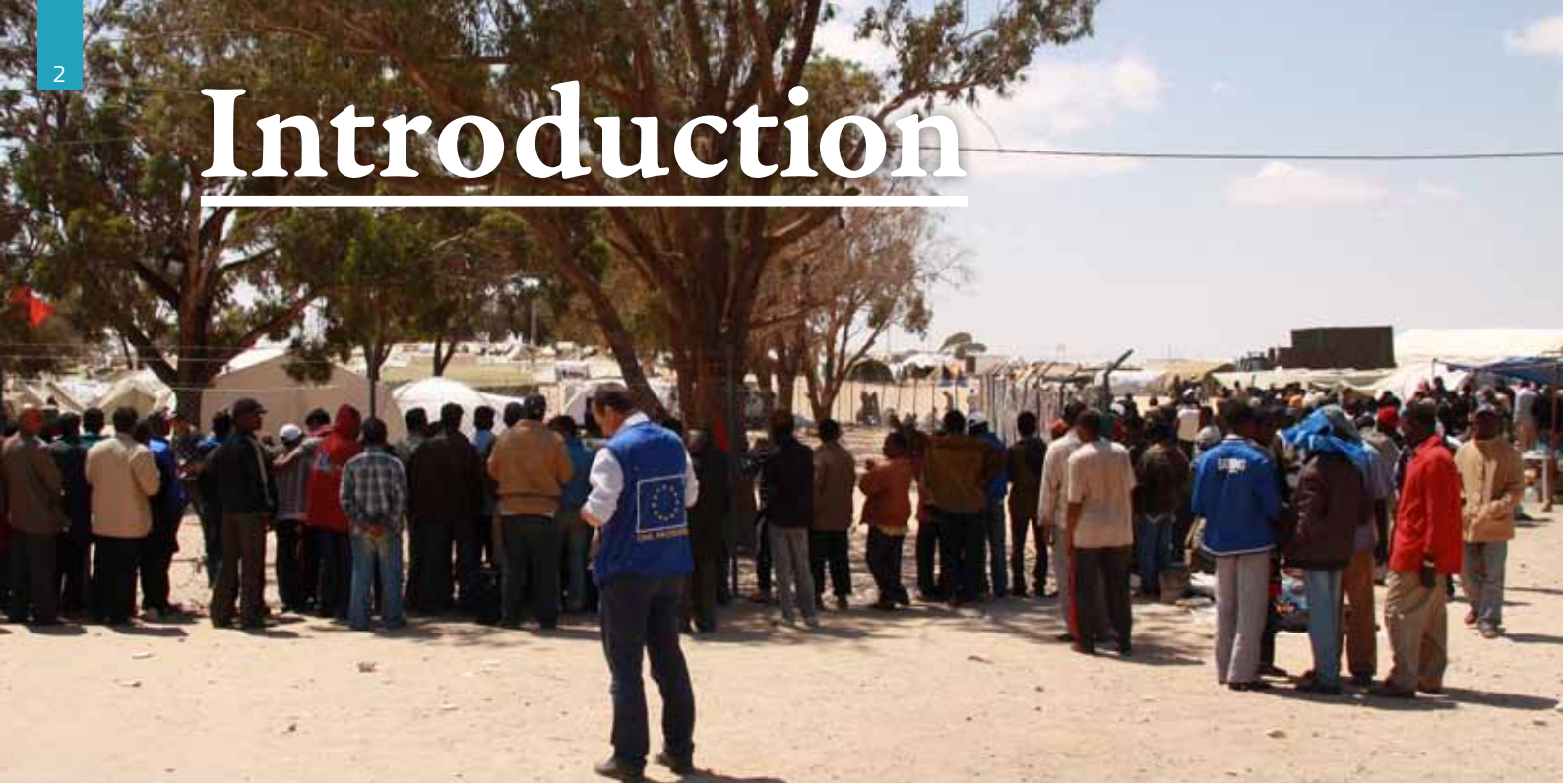
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# Introduction



## *The EU Civil Protection Mechanism*

*The European Civil Protection Mechanism (hereafter the Mechanism) was established in 2001 to support the mobilisation of emergency assistance from Participating States in the event of major emergencies.*

*EU and countries worldwide are more and more affected by natural and manmade disasters, such as earthquakes, floods, forest fires and terrorist attacks. The primary responsibility for dealing with the immediate effects of a disaster lies with the country where it has occurred. Nevertheless, when the scale of the emergency overwhelms national response capacities, a disaster-stricken country can benefit from civil protection assets or teams available in European countries.*

*The 32 Participating States of the Community Mechanism are all EU Member States, the European Economic Area countries (Liechtenstein, Norway and Iceland), Croatia and the former Yugoslav Republic of Macedonia in their capacity as a candidate country. By pooling the civil protection capabilities of the participating states, the Mechanism can ensure even greater protection of people, property and the environment.*

*To ensure an efficient, rapid and flexible response, an extensive training programme is available for national technical and assessment experts as well as for personnel involved in the civil protection modules and for coordination experts on strategic, tactical and operational level.*

## *The Training Programme*

The training programme is an essential part of the Mechanism. It is crucial in preparing experts for international civil protection assistance interventions inside as well as outside Europe. It also provides an excellent platform for experience-sharing and networking between national experts from participating countries. The programme involves training courses, joint simulation exercises and an exchange programme, where experts can learn first-hand about similar responsibilities under different national systems.

### *Training courses*

Since it was launched in 2004, the training programme has developed and now includes 12 courses.

The target group is wide, which opens the training programme to many different categories of experts. These can range from assessment and coordination experts to specialists within a certain field of work, such as marine pollution experts, environmental experts (landslides waste management, dam stability etc), experts in geo-hazards or logistics in emergency operations, and medical staff.

All courses combine theory and field experience, as well as international guidelines and standard operating procedures. They all contain practical exercises (field and table-top) based on different emergency scenarios where participants get the opportunity to practise their skills in a realistic setting.

In order to benefit most, candidates are encouraged to follow courses according to a basic order.

All courses from the 10th cycle onward (mid 2012) will conclude with a final test in order to review the progress of the participants during the course.

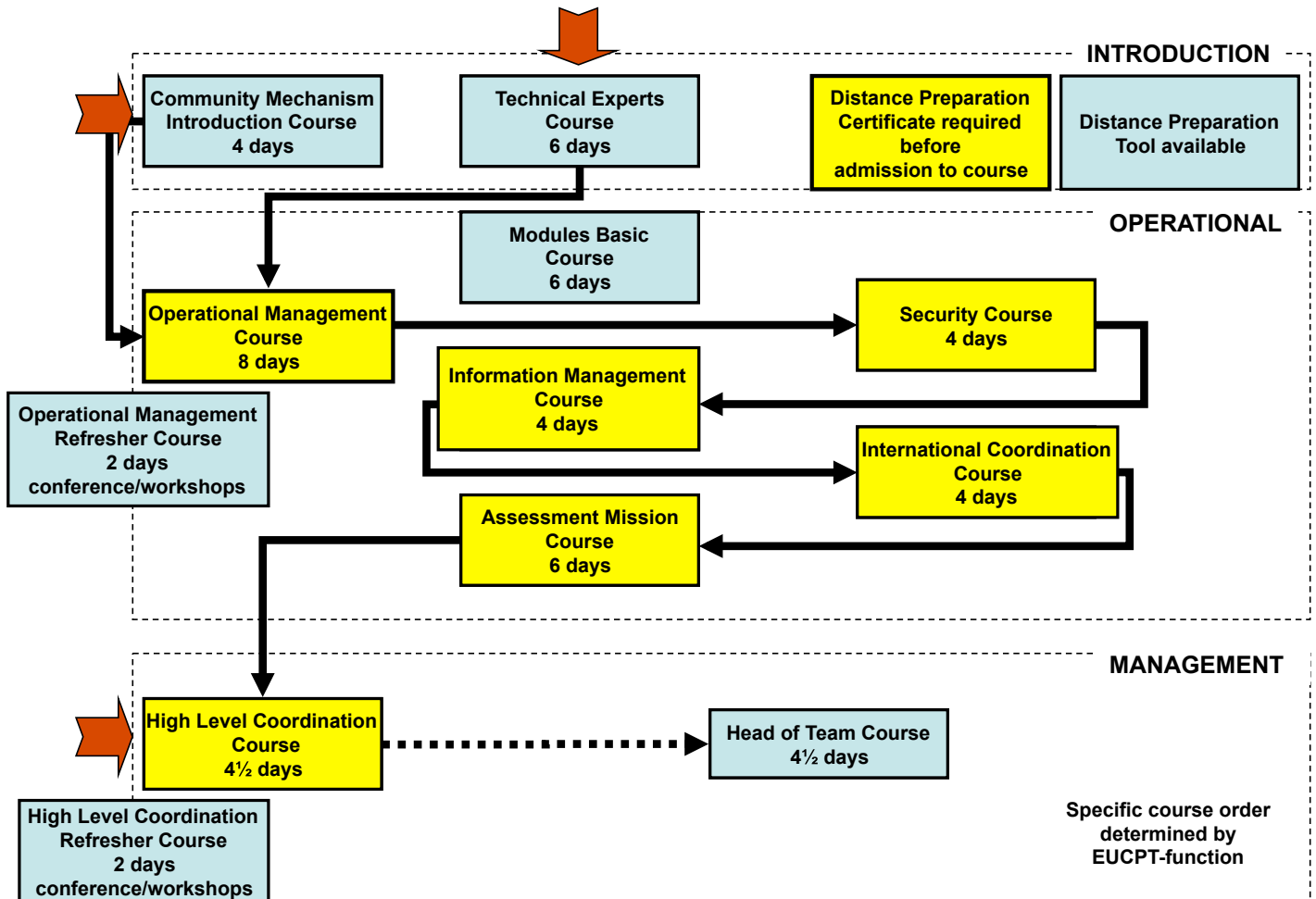
A certificate is handed out at the end of each course providing the participant has attended the entire course.

From the 11th cycle onward (mid 2013), candidates make use of a distance preparation tool. Candidates conclude their preparation with a certification test to gain admission to the course. This certification does not apply to CMI, TEC, MBC, OPMR, HLCR and HOT.



# Training Courses Overview and **Basic Order**

10th-13th cycles (2012-2016)



# Community Mechanism Introduction Course (CMI)

## *Introduction*

*The Community Mechanism Introduction Course (CMI) is a four-day introductory course and the main entry point to all courses offered within the training programme (TEC and MBC excluded, as they serve a different purpose). The course provides generic information about the EU Civil Protection Mechanism and actors in an international emergency environment inside and outside Europe. It is mainly aimed at all staff from civil protection and other organisations that could serve as the core for the Host Nation Support in case their country might have to request and receive international assistance. The course is not specifically focussed on deployment in international civil protection assistance interventions, although it is the basic knowledge course for those who aim at being deployed, in the end.*

*The overall objective of the CMI is to introduce participants to the EU Civil Protection Mechanism and provide them with the basic knowledge and skills to prepare themselves for actions in the field of Host Nation Support as well as provide them with the first information on international civil protection missions, both within and outside the Mechanism's geographical area.*

## *Brief course description*

Particular focus is put on the scope, mandate, components and functions of the Mechanism but the course also covers a wide variety of other areas to familiarise participants with the international emergency environment and commonly applied working procedures.

The course looks at the different civil protection systems within the geographical area covered by the Mechanism and elaborates on Host Nation Support. How to prepare leading national structures for receiving international assistance and how to support them when assisting are reviewed

Related to the international emergency environment outside Europe, focus lies on international partners and actors European teams are likely to encounter. Topics covered include operational structures outside the EU, cultural awareness, Humanitarian Aid and the humanitarian principles and how to organise work in an emergency situation.

This is an intensive course, based on a combination of theory, group work and discussion which requires a high degree of active participation. Therefore advance preparation is absolutely necessary. Candidates are provided with pre-reading material.



# Operational Management Course (OPM)

## *Introduction*

*The Operational Management Course (OPM) is the first specifically aimed at future deployments inside and outside Europe. It can be regarded as the corner stone of the training programme to follow and as such it provides all the basics that make it possible for graduates to function as a full member in an On-site Operational Coordination Centre (OSOCC – outside Europe) or coordination setting (inside Europe).*

*It is the second course in the training programme and is open to those who are in possession of the certificate of the Community Mechanism Introduction Course (CMI) and achieved the Distance Preparation Certificate for the OPM.*

*The eight-day course targets national experts and European Commission representatives who aim to be potential team members or liaison officers of a European Civil Protection team sent by the European Commission. The set-up of the course mirrors actual mission situations to a large extent, including a long field exercise.*

## *Brief course description*

Teams of experts are often deployed to emergencies outside the EU and the course focuses on these disaster situations. As inside Europe deployments also have their specifics, attention for this subject is on the agenda as well.

The main tasks of an EUCP team consist of facilitating the coordination in the field, assessing needs of the affected country and providing expertise, based on the request of the affected country, whether it be inside or outside Europe. The focus of this course is on coordination and course topics include internationally agreed guidelines and procedures, planning, information management and how key partners work on an operational level, as well as ethics, code of conduct and basics on Safety and Security.

The core objective of the course is not only to improve the individual capabilities of experts and teams, but also to enhance their ability to function within a wider framework of international partners.

Training is carried out within the context of emergency situation scenarios, enabling participants to practice the above described topics in a realistic setting.





# Security Course (SEC)

## *Introduction*

*The four day Security Course (SEC) is one of the specialised courses and is open to those who are in possession of the certificates of the Community Mechanism Introduction Course (CMI) and the Operational Management Course (OPM) and achieved the Distance Preparation Certificate for the SEC.*

*As graduates from OPM in principle can be regarded as deployable in specific cases, the SEC should be followed soon after the OPM.*

## *Brief course description*

Team security is increasingly an essential element of field work during a civil protection assistance intervention. Interventions often encompass the element of providing security advice and services to team members and partners, within the framework of the security regulations that apply. The core objective of the Security Course is to enhance participants' understanding, knowledge and skills in terms of security management at operational and strategic levels so they can act as security advisors within the team as well as provide them with the knowledge and skills to act appropriately according to the safety regulations.

The course is composed of theory and group work sessions, where participants learn about different aspects of security management (international security systems, security assessments, security planning and training). The course also includes a field exercise providing participants with an opportunity to put this into practice in an emergency setting.



# Information Management Course (IMC)

## *Introduction*

*The ability to provide accurate information in a timely and effective manner to the appropriate stakeholders is of utmost importance during disaster response interventions. It can even be described as the most important critical success factor.*

*As the process of information management is seen as key for functioning successfully in operational coordination, the four day Information Management Course focuses solely on this topic.*

*The IMC is open to those who are in possession of the certificates of the Community Mechanism Introduction Course (CMI) and the Operational Management Course (OPM) and achieved the Distance Preparation Certificate for the IMC.*

*Preferably the IMC should be followed directly after the SEC.*



## *Brief course description*

The overarching aim of the IMC is to facilitate assessment, coordination and decision-making during expert interventions through strengthened information management processes. Specifically, the course objectives are to improve the participants' understanding of how sound information management practices can facilitate the mission, increase and broaden their understanding and ability to apply standard information tools used in emergencies and identify best practices and share experiences in terms of information management.

The course is formed around the information management cycle and is composed of theory, group work sessions and practical exercises based on realistic disaster scenarios.

# International Coordination Course (ICC)

## *Introduction*

*The four day International Coordination Course (ICC) is one of the specialised courses of the training programme and is open to those who are in possession of the certificates of the Community Mechanism Introduction Course (CMI) and the Operational Management Course (OPM) and achieved the Distance Preparation Certificate for the ICC.*

*However, according to the basic order of courses, having graduated from the Security Course (SEC or MSC as equivalent) and the Information Management Course (IMC) before the ICC is preferred.*

## *Brief course description*

Even though all courses in the training programme contain elements of international coordination mechanisms and procedures, the growing complexity of disaster response requires experts to have in-depth knowledge of these mechanisms and procedures. This is particularly necessary in large-scale emergencies where many organisations, also from the European institutions, as well as military components are involved or in situations with additional challenges, such as a difficult political environment.

The overall objective of the course is to increase participants' knowledge of, and ability to work with or under the overall coordination of other international response systems like the United Nations. International coordination mechanisms, civil military coordination and the approach of other organisations in the field of disaster management are covered by the course, which is composed of theory, case study-based group work sessions and practical exercises.



# Assessment Mission Course (AMC)

## *Introduction*

*The Assessment Mission Course (AMC) is a six day specialised course for national experts and managers in the field of emergency management, European Commission officials and experts from partner organisations likely to be involved in international civil protection interventions where assessment activities are to be expected.*

*The AMC is open to those who are in possession of the certificates of the Community Mechanism Introduction Course (CMI) and the Operational Management Course (OPM) and achieved the Distance Preparation Certificate for the AMC.*

*Having followed the other courses according to the basic order of courses is preferred (SEC – or MSC as equivalent –, IMC and ICC).*



## *Brief course description*

While on mission, experts are engaged by the European Commission to carry out their tasks by assisting local authorities in close cooperation with the UN and other international organisations on site.

The experts attending the Assessment Mission Course will be trained to carry out assessment in a wide array of needs (humanitarian and civil protection), related to the specific mandate of an EU Civil Protection team. The set-up of the course mirrors actual mission situations to a large extent.

The core objective of the course is not only to improve the individual capabilities of experts and teams, but also to enhance their ability to function within a wider international framework. The course includes sessions on how to prepare and perform a field assessment, negotiation skills and information management. The main focus of the course is a long field exercise, where participants get to test their new skills performing needs assessments on a wide variety of location settings and meeting local officials who are experienced in managing real emergency situations.

# High Level **Coordination** Course (HLC)

## *Introduction*

*The High Level Coordination course (HLC) is the third general course in the training programme and is the end-course for all team members (if graduated). It aims at experts who could be selected as members of a team that can be deployed by the European Commission to facilitate coordination assistance in emergencies. The course takes 4½ days.*

*The HLC is open to those who are in possession of the certificates of the Community Mechanism Introduction Course (CMI) and the Operational Management Course (OPM) and achieved the Distance Preparation Certificate for the HLC.*

*Having followed the other courses according to the basic order of courses is preferred.*

*In specific cases candidates (like from other organisations or with extensive field-experience) can be admitted directly after permission of the European Commission.*

*If necessary an upgrade-day can be organised for these candidates the day before the actual course starts.*

## *Brief course description*

The course focuses on emergencies outside the Mechanism's geographical area and how to work within a wider international framework. The course contains strategic and political aspects of international disaster management and humanitarian assistance, such as mission management, negotiation, international coordination policy, staff management, the legal framework of international disaster management operations and media relations.

Group work, based on case studies, is an important part of the course where the participants can discuss experiences, alternatives and best practice for managing the mission itself during complicated situations.

The course concludes with a two day field exercise where participants can practice the different team roles in a realistic setting.

The certificate of the HLC is one of the prerequisites for attending the next course, the Head of Team course (HOT).



# Head of Team Course (HOT)

## *Introduction*

*Being a Head of Team during civil protection interventions puts a heavy responsibility on the shoulders of the selected person. That is why national experts graduated from the High Level Coordination course and selected to potentially become a Head of Team, are offered an additional training of 4½ days.*

*The HOT is open to those who have acquired the certificate for the High Level Coordination course and were selected as a candidate for the Head of Team course.*

## *Brief course description*

Diplomatic behaviour, political dynamics in disaster affected regions, relations with and between European institutions, relevant international agreements as well as Council and Commission Decisions and their impact on coordination during interventions inside and outside the European Union, the ability to interact effectively with the media in stressful situations as well as internal team management and -psychology and leadership are addressed in the course. These are subjects that demand the full commitment of the participants and extensive preparation.



# Technical Experts Course (TEC)

## *Introduction*

*Experience from previous civil protection assistance interventions, as well as training assessment and coordination experts, have shown that there is a need to train technical specialists for expert interventions. The Technical Experts Course (TEC) is a six day course designed specifically for technical experts such as marine pollution and water management experts, environmental experts (landslides, waste management, dam stability etc), geo-hazard or logistics experts, medical staff and infrastructure engineers.*

## *Brief course description*

The course combines the most essential topics from the Community Mechanism Introduction (CMI) and the Operational Management Course (OPM) to give participants a solid base for participating in future civil protection assistance interventions. The main objective is to introduce technical experts to the Mechanism and the mission cycle of operations. It also aims to increase their knowledge of international response systems and coordination mechanisms and their teamwork capability in a multi-cultural and multi-disciplinary team. Experiences from previous civil protection assistance interventions, particularly those where special expertise was required and/or used, will also be discussed.

The course is composed of theory, group work sessions and a practical exercise based on disaster scenarios.

As the Technical Experts Course aims at preparing technical experts for international missions in their field of experience within the framework of the Mechanism, graduates are invited to attend other courses in the training programme on the same basis as experts who have completed the Community Mechanism Introduction course (CMI).

For technical experts, the certificate of the TEC is one of the prerequisites for attending the next course, the Operational Management course (OPM).



# Modules Basic Course (MBC)

## *Introduction*

*The six day Modules Basic Course (MBC) is a stand alone course within the training programme. The target group is key staff from participating countries that would be deployed with their civil protection module to an emergency within or outside the European Union. Key staff can include team leaders, deputy team leaders, liaison officers or communications officers. It is recommended (but not compulsory) that participants attend the Community Mechanism Introduction (CMI) course before going to the Modules Basic Course (MBC).*



## *Brief course description*

The course includes theory, group sessions and case study work, as well as an exercise. The main purpose of the course is to increase participants' capability to manage the civil protection modules in a multi-task and multi-stakeholder operation and to integrate them into existing national and international coordination arrangements in a disaster-affected country. The course focuses on the crucial issue of interoperability when teams are deployed alongside units from other countries.

For members of the target group who have not followed the CMI before, the certificate of the MBC is a prerequisite for attending the next course, the Community Mechanism Introduction course (CMI). For those who have already followed the CMI, the next course is the Operational Management course (OPM).



Operational Management

# Refresher Course (OPM-R)

High Level Coordination

# Refresher Course (HLC-R)

## *Introduction*

*The field of emergency response is a constantly changing environment. No two emergencies are exactly the same. New actors enter the field or existing ones have their mandate changed. Changing situations, also inside the European Commission and the development of new techniques and equipment mean that experts need to learn about the latest developments, as well as refresh knowledge gained on earlier courses.*

*The OPM-R and HLC-R can be regarded as “consolidation courses”. By following them, candidates show their interest to remain active within the Mechanism. As individual candidates know best in which field they need to be updated, these courses are organised in a two day conference/workshop on different topics.*

*The OPM-R is open to those who are in possession of the certificates of the Community Mechanism Introduction Course (CMI) and the Operational Management Course (OPM) and achieved the Distance Preparation Certificate for the OPM-R.*

*The HLC-R is open to those who are in possession of the certificates of the Community Mechanism Introduction Course (CMI), the Operational Management Course (OPM) and the High Level Coordination course (HLC). In specific cases candidates that graduated from the HLC directly (because of their previous experience) can be admitted after permission of the European Commission.*



## *Brief course description*

The Operational Management Refresher course makes use of operational lessons learned from recent deployments of expert teams. The participants can meet with experienced trainers on different subjects.

The High Level Coordination Refresher course focuses more on the strategic and political dimensions of international disaster management and humanitarian assistance, in relation with recent emergencies.



# How to participate

For each cycle of training courses, the total number of course places is divided between the Participating States (except for the MBC and HOT) and external organisations. This quota is based on the reported training needs of the country as well as the size of the country. To administrate training-related issues, each Participating State has appointed a national training coordinator who is responsible for identifying and nominating experts to attend the training courses.

It is therefore not possible for individual national experts to sign up for a course directly.

A list of national training coordinators can be found on Europa website. Information on the training programme can also be found on the virtual On-Site Operations Coordination Centre (V-OSOCC), which is a virtual platform developed by the Emergency Response Coordination Centre (ERCC) in the United Nations Office for Coordination of Humanitarian Affairs (UN OCHA) in Geneva, Switzerland.

To increase collaboration with other international actors and facilitate cooperation in the field, partners such as other European Commission services, the United Nations and the Red Cross Red Crescent Movement are invited to participate in relevant courses.

## *Contact details:*

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index\\_en.htm](http://ec.europa.eu/echo/index_en.htm)  
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VOSOCC website:  
[http://ocha.unog.  
ch/virtualosocch/  
\(j3qg5rextnv2v045nexwssej\)/  
VOLogin.aspx](http://ocha.unog.ch/virtualosocch/j3qg5rextnv2v045nexwssej/VOLogin.aspx)

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