

Disaster Preparedness and Prevention Initiative for
South Eastern Europe
(DPPI SEE)

Project Proposal
for
Support of Establishing
“The Joint Emergency Response Units”

in case of floods
in South Eastern Europe

6th Draft January 2013

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ABBREVIATIONS AND ACCRONYMS

CP	Civil Protection
CPO	Civil Protection Organization
DEMA	Danish Emergency Management Agency

DPPI	Disaster Preparedness and Prevention Initiative
EADRCC	Euro Atlantic Disaster Response Co-ordination Center
EAPC	Euro Atlantic Partnership Council
EU	European Union
J-ERU	Joint Emergency Response Units
J-ERU PCT	Joint Emergency Response Units - Project Co-ordination Team
JFFU	Joint Fire-Fighting Units
IFRC	International Federation Of Red Cross/Red Crescent
MCDU	Military Civil Defense Unit
MOU	Memorandum of Understanding on the Institutional Framework of DPPI SEE
MSB	Swedish Civil Contingencies Agency
NATO	North Atlantic Threat Organization
NDMA	National Disaster Management Authorities
NGO	Non-governmental organization
PfP	Partnership for Peace
POC	Point of Contact
RCC	Regional Cooperation Council
SEDM	South Eastern Europe Defense Ministerial
SEE	South Eastern Europe
UN	United Nations
UN OCHA	UN Office for the Co-ordination of Humanitarian Affairs

1. INTRODUCTION

The Technical Proposal of the Project for “Establishing Joint Emergency Response Units in case of Floods in the region of SEE” describes how the countries participants in the Project will implement the Project and benefit from its implementation.

Map of South Eastern Europe, see **Appendix A**.

2. BACKGROUND

Participating Countries

The realization and implementation of the Joint Emergency Response Units project and successful accomplishment of the project’s tasks will benefit the whole region of South Eastern Europe including countries participating in the project implementation: *Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Macedonia, Romania, Serbia and Turkey. Slovenia will participate as supporting country.*

2.2 Background Information

DPPI SEE was initially created under the auspices of the Stability Pact, Working Table III and today is an excellent example of regional ownership, with full involvement of regional countries cooperating under the umbrella of the Regional Cooperation Council (RCC) of the SEECP. The Memorandum of Understanding on the Institutional Framework of DPPI SEE (hereinafter: MoU) establishing the DPPI SEE has been signed by 11 countries to date - Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Macedonia, Moldova, Montenegro, Romania, Slovenia, Turkey, Serbia and an is supported by Donor countries, international organizations and agencies.

The MoU defines the goals and objectives of the Initiative, the governance and coordination structure, the role and responsibilities of the Advisory Board, the Working Groups, Partners; it defines the role of the Secretariat as well as the budget and financing. In its Annexes it gives the Terms of Reference for the Chair in Office, the Advisory Board, the Head of the Secretariat and the Finance/Administrative Assistant.

In line with the tasks set by the Ministerial meeting of the SEECP countries held in Sofia, Bulgaria on April 9, 2008 the two-year DPPI SEE Strategies and Action Plans have been drafted reflecting importance and development of the JERU project.

The DPPI SEE does not have the intention to create new structures or layers of bureaucracy.

The Memorandum of Understanding on the Institutional Framework of Disaster Preparedness and Prevention Initiative for South Eastern Europe, **see Appendix B**.

2.3 Other Related Programmes and Projects

There is a number of other initiatives, programmes and projects that are complementary to or are interfaced with the “Project for Establishing Joint Emergency Response Units in case of Floods in the region of SEE” and they are briefly described as follows:

a) Within the core of the DPPI SEE programme

The Disaster Preparedness and Prevention Initiative is one of the leading initiatives in the region that provides a platform for full regional cooperation and coordination on the issues of the preparedness, prevention and management in the case of disaster. The initiative core functions are financed through fixed and mandatory annual contributions made by the signatory states.

- i. **Disaster Management Training Program (DMTP):** - The Program consists of workshops, seminars, training courses and conferences. The events are held in many of the South Eastern Europe countries. Hosting an event is on a voluntary basis. Financing of the DMTP activities is normally shared between the host country and the DPPI SEE budget.

The project goal is to enhance disaster preparedness and prevention through disaster management education and training as well as to train and practice disaster response, with the aim of: strengthening cooperation among all participants in protection and rescue activities, harmonizing the activities of the participants in order to eliminate possible failures and promoting the understanding of national and international principles related to disaster management.

- ii. **"Joint Fire Fighting Units between Bosnia and Herzegovina, Croatia and Montenegro";** - The overall objective of the Project was to improve preparedness and prevention and response to open fires in the coastal area, regardless of national borders, with jointly trained rapid fire-fighting response units between Bosnia and Herzegovina, Croatia and Montenegro. Within the framework of the project 8 Emergency Response Teams have been formed and 72 fire fighters trained and equipped. The JFFU project was successfully finalized with a final Joint Fire-Fighting Exercise held in Budva, 27 May 2004.

The project was implemented by the Governmental organizations responsible for civil protection, disaster management and rescue in participating countries.

- iii. **"Trilateral Border Crossing Protocols/ Procedures";**- developed between Bosnia and Herzegovina, Croatia and Montenegro. The main objective of the project was to initiate preparations for the provision of a legal and operational framework to be used for rapid border crossing in joint interventions and providing mutual assistance in emergencies, including forest fires. A

trilateral working group composed of experts in the field of Protection and Rescue, Customs and Border Police, prepared and agreed upon the final version of the Protocol and the Protocol's attachments.

The parties involved in the project initiated national procedures for obtaining necessary approvals for signing protocols. All three interested parties have discussed Facilitation on the Border Crossing Protocols/Procedures and they expressed readiness to utilize additional efforts to accelerate the acceptance and signing of the Protocols.

- iv. **"Seismic Maps Project";** - The main technical objectives of the project are to make appropriate integrated seismological and seismotectonical databases and to prepare seismic hazard maps for the region, harmonized with the European standards; to implement a technical and scientific training programmes for young scientific staff at the national seismological centres in the region. Planners, engineers and civil protection agencies are engaged to ensure the improvement in disaster management and seismic hazard assessment process.

v The DPPI SEE and UNDP – Building Capacity in Disaster Risk Reduction through Regional Cooperation and Collaboration in South East Europe (SEE); The project objective is to reduce the risk of disasters associated with natural hazards in the Western Balkans and Turkey, in line with the Hyogo Framework for Action, by building the capacity of national and local authorities and promoting a coordinated approach in disaster risk reduction

The specific objective of the project is to increase regional disaster risk reduction cooperation in the Western Balkans and Turkey and promote the harmonization of their disaster risk reduction methodologies, plans and strategies in order to pave the way for the eventual preparation of a harmonized and mutually accepted regional disaster risk reduction strategy in South East Europe

vi The DPPI SEE and UNISDR/CADRI (United Nations Capacity for Disaster Reduction Initiative) - Human Capital Development on DRR Training. The aim of the programme is to support the development of disaster risk reduction capacity at all levels within the South East European region governments and organizations in order to improve their ability to better understand and manage the variety of disasters the region faces today.

The programme is also aiming to create a pool of professional trainers of trainees which will function

as the main resources for DRR training in the region. In addition, they will be included in a pool of DRR expert database to be developed by ISDR for DPPI SEE.

b) DPPI SEE External Partners

A number of organizations closely cooperate and coordinate activities with DPPI SEE:

- i. **NATO-Science for Peace‘: - Harmonization of seismic hazard and risk reduction in countries influenced by Vrancea earthquakes”** was based on the request of the Bulgarian, Moldovan, and Romanian governments for international support for their adaptation to European and international standards. The proposal was first submitted to the Stability Pact / Disaster Preparedness and Prevention Initiative who kindly requested NATO’s Science for Peace assistance and support in development and implementation of the project.
- ii. **United Nations Disaster Management Training Programme (UN-DMTP)** and the Disaster Preparedness and Prevention Initiative organized several regional workshops between national representatives, local and international non-governmental organizations, and UN agencies in South Eastern Europe with the aim of discussing common strategies, exchange valuable information related to disaster management and identify key areas which need to be addressed in the future.
- iii. **UN Office for Humanitarian Assistance (UN-OCHA): -** The UN Civil Military Co-ordination Course (UN-CMCoord) was conducted in the SEE region as a part of the SP DPPI Disaster Management Training Project for South East Europe.

The course was conducted as United Nations led course under the auspices of the Military Civil Defence Unit (MCDU) and hosted by the Administration of the Republic of Slovenia for Civil Protection and Disaster Relief at the training centre in Ig, Slovenia

The objective of the course was to provide basic knowledge about United Nations led humanitarian relief agencies and operations focusing on enhancing understanding of the UN system in general, coordination, liaison between military/civil defence assets and civil authorities and better initial understanding of all humanitarian actors in the field.

The course was designed for participants with experience in emergency response who were at the same time expected to take part in international disaster or humanitarian relief operations. UN OCHA certified the course.
- iv. **International Federation of Red Cross/Red Crescent (IFRC): -** Since 2002, the IFRC and National Red Cross Society has participated actively at many of the events organized by DPPI SEE, such as DPPI SEE Regional Meetings 2002 -2006, JFFU Exercise held in May 2004, in Budva, 2005 DPPI SEE Working Group meetings related to the Border Crossing Agreements and Protocols, etc. Through these participations, IFRC and the Red Cross National Societies have been recognized as valuable partners to the Governmental Disaster Management Authorities.
- v. **European Mediterranean Seismological Center (EMSC): -** In the framework of UNESCO, GFZ (a German institute) organized a five week training session for seismologists dealing with observational seismology. The DPPI SEE provided financial and technical support for the participation of four young seismologists with scientific background from DPPI SEE countries at this training course.
- vi. **Swedish Civil Contingencies Agency (MSB): -** MSB has showed utmost interest in the DPPI SEE activities to the date and has repeatedly reaffirmed its readiness for looking into possibilities of further cooperation. MSB representatives are regular attendees at the DPPI SEE Regional Meetings, thus emphasizing the value of the DPPI SEE as an excellent regional organization for information sharing and exchange of lessons learned platform to exchange experiences and readiness to cooperate more closely in the future.
- vii. **Danish Emergency Management Agency (DEMA):** DEMA’s representatives are regular attendees at the DPPI SEE Regional Meetings thus expressing their continued interest in the DPPI SEE activities and repeated recognition of the DPPI SEE as an excellent platform for information sharing and exchange of lessons learnt.
- viii. **RACVIAC** –joint activities are conducted regularly, mainly within the scope of DMTP project. The Memorandum of Understanding between DPPI SEE and RACVIAC was signed in 2010

during the DPPI SEE Regional meeting (spring sessions).

- ix. **George Marshall Centre:** - and the DPPI SEE organized International Conference on Disaster Preparedness in South Eastern Europe. The goal of the Conference was to highlight disaster preparedness and emergency response efforts in South Eastern Europe by summarizing joint activities among the various international and regional institutions and agencies and identifying disaster preparedness and emergency response roles and responsibilities thus reaffirming the need for continued cooperation among the SEE Civil Protection Agencies and ascertaining a further crisis response and consequence management challenges.
- x. **East West Institute (EWI):** - In the past, the EWI supported financially the organization of the DPPI Joint Fire-fighting exercise. The EWI and DPPI SEE further continued their joint activities in the field of the border crossing procedures and especially with a view to enhancing border crossing co-operation between local and regional authorities in the Southern Adriatic region.
- xi. **NATO EADRCC:** after the field exercise "Taming the Dragon- Dalmatia 2002" which was initiated by the DPPI SEE and conducted jointly by Croatia and EADRCC, cooperation has been constant. The latest joint activity is a project aimed at introducing INSARAG standards to SEE countries. The project started with a Workshop held in RACVIAC, Croatia in April 2009.
- xii. **National Governments and Respective National Ministries:** National Disaster Management Authorities as Governmental Institutions are main partners of the DPPI SEE. The DPPI SEE assisted Governments of the region in establishing contacts with international institutions and organizations. Also, the DPPI SEE has organized different types of trainings and workshops for representatives of the national authorities and governmental institutions regard to faster and better acceptance and adoption of the international standards. Over the course of its projects to the date, the DPPI SEE supported regional countries in designing project proposals according to the standards approved by the international Community and Donors.
- xiii. **EU Civil Protection Mechanism (EU CPM):** The main role of the Community Mechanism for Civil Protection is to facilitate co-operation in civil protection assistance interventions in the event of major emergencies which may require urgent response actions. The EU CPM has supported the DPPI SEE activities to enable the SEE countries not participating in the EU CPM to take part in the EU Civil Protection Training Programme.

All the above stated confirms the high-level profile and reputation of the DPPI SEE and the synergy with other national and international initiatives, organizations, programs and donors active in disaster management in the region of South Eastern Europe.

3. CURRENT SITUATION

Based on their geographical position and similar geographical characteristics, the DPPI SEE countries face the same threats of natural, man-made and technological disasters such as: floods, flash floods, fires, earthquakes, landslides, mud slides, heavy storms, tidal waves, chemical accidents, etc. These countries are also well aware of the fact that disasters have no borders and that countries have to join their resources and cooperate in disaster protection in a more intense manner, especially having in mind that more than 60% of the risk comes from natural disasters, and floods are one of the most serious threats within the area.

The massive drainage area of the major rivers and their many tributaries, as well as the large number of high dams and water control systems within the region, need to be taken into consideration in any coordinated approach to flood control, mitigation, preparedness and response operation. Weather phenomena and conditions resulting from climate changes require joint coordination in the whole SEE region.

In the past and more recently many of the SEE countries have been severely affected by major floods as a result of heavy and massive rainfalls. Having in mind the above mentioned and the fact that there has not been a method established and agreed upon to coordinate cross-border activities in case of floods, the risk is much higher and consequences can be much serious.

In order to be prepared for any disaster in the whole region of SEE, the recent experiences with floods and water management of the rivers in the region, the further strengthening and building of joint capacities for coordinated disaster preparedness, prevention and mitigation activities is to be one of the highest priorities for all countries of SEE region.

4. OBJECTIVES, INPUTS, OUTPUTS AND RESULTS

Countries participating in "The Project for Support of Establishing the Joint Emergency Response Units in case of floods in SEE" with their operational capabilities, will institute regional cooperation and coordination of disaster preparedness and prevention, as well as information exchange in case of floods or threat of floods. Participating countries, with support from the Donors and RCC, will establish, equip and train Emergency Response Units in case of floods in the region of SEE. The Joint Emergency Response Units should be enabled to cross state borders in a fast manner in order to be able to assist the flood affected areas in the neighboring countries.

Appendix C, Logical Framework Matrix supports the Objectives, Outputs and Results.

Overall objective is to develop operational capabilities in case of floods in the region of SEE.

Long Term Objectives

There are three long-term objectives that will be achieved through the implementation of this project:

- a) To enhance further co-operation between states in the region of South Eastern Europe in case of natural and man made disasters
- b) To reduce effects and damage caused by natural and man made disasters in the countries of South Eastern Europe
- c) To establish effective regional cooperation and coordination of the preparedness and prevention activities in the region of South Eastern Europe in case of major floods

Immediate Objectives

The overall goal of the Project is to establish the cross-border mechanisms for information exchange and joint co-ordination of Emergency Response Units and management in case of floods.

The goal will be achieved through the realization of seven immediate objectives based on verifiable indicators. These immediate objectives are as follows:

- i. Establishing J-ERU Project Co-ordination Team
- ii. Establishing Joint Emergency Response Units/Operational Guidelines
- iii. Procurement of Equipment
- iv. Developing Border Crossing Procedures/Protocols
- v. Organizing a Field Exercise of the Joint Emergency Response Units
- vi. Coordination and Cooperation with Relevant National and International Authorities, Institutions and Organizations
- vii. The timely and adequate dissemination of information to Donors and National Authorities

Objectives and Results

There are seven main outputs and expected results that will derive from the Project as a result of joint efforts of the participating countries and these are as follows:

Objective 1 Establishing a Project Coordination Team for the Emergency Response Units Project

In order to achieve objectives of the project, cooperation and coordination between all parties involved in the project is crucial. With that in mind, the J-ERU Coordination Team (J-ERU PCT) will be established. Each participating country involved in the Project implementation will appoint at least one person as a National Project Coordinator to the J-ERU Project Coordination Team (J-ERU PCT).

The main task of the J-ERU PCT is to ensure timely preparation and effective implementation of the Project elements.

Regular meetings of the J-ERU PCT members will be held. The number of these meetings will depend on the progress of the project implementation, but no less than three meetings will be organized. These meetings will serve as a main forum to discuss and agree upon progress reports and plans for further project activities. Between the meetings, the J-ERU PCT members will maintain communication through regular electronic information exchange.

Furthermore, members of the J-ERU PCT will organize individual and joint meetings to coordinate activities of the J-ERU project with all relevant institutions and authorities involved in the disaster management on a local, national, regional and international level.

These meetings shall be used for purposes of project presentation and obtaining of necessary support from National Authorities, Donors and International community.

The DPPI SEE Secretariat will act as a Project Technical Facilitation Team and will present the Project Proposal to donors, national and international institutions and other organizations involved in the natural and man-made disasters and will ensure that all project's tasks, records and reports are completed efficiently and in a timely manner.

Result 1 The Joint Emergency Response Units Project Co-ordination Team established

Objective 2 Establishing Joint Emergency Response Units/ Operational Guidelines

Each participating country shall designate a team consisting of not more than seven (7) members (one (1) team leader and six (6) rescuers that will be constitute the overall team of the J-ERU project, whose primary task will be first response in water rescue. Two (2) drivers/logisticians shall also be part of the team.

The J-ERU PCT will organize joint command and coordination training for Team Leaders/members that will co-operate and directly coordinate realization of activities of the J-ERU with regard to emergency response activities. The main purpose of the joint training for Team Leaders is to enable them to exchange their disaster management experiences and to be made familiar with the newest international standards and technologies in the field concerned.

Organization of the training for all team members in swift water rescue.

J-ERU PCT in coordination with training experts and instructors will determine the number of persons participating in the J-ERU who will attend the Training Course as well as the number of days necessary for the participants of the course to be fully trained for future activities.

J-ERU PCT together with the regional instructor will determine the number of people who have completed the Training Course successfully and will also determine the number of teams to be created.

The training course will be held in a training facility based in the SEE region and will be conducted by accredited and jointly selected instructors. The J-ERU PCT will contact international organizations such as UN-OCHA, IFRC and similar to seek their support with expertise.

Operational Guidelines will be established by J-ERU PCT.

Result 2 The Joint Emergency Response Units established

Objective 3 Procurement of equipment

The J-ERU PCT together with appropriate experts will prepare a list of teams and personal equipment necessary to conduct emergency response tasks. The equipment will be purchased in accordance with international procurement procedures approved by Donors and through an appropriate organization with experience in international procurement.

National disaster management authorities will ensure that the equipment purchased within the project is used for purposes stated in the project.

For more detailed information on the budget cost for Team Equipment, see **Appendix G**.

For more detailed information on the budget cost for Personal Equipment, see **Appendix H**.

Result 3 Equipment purchased and distributed among countries and used by the J-ERU

Objective 4 Developing of the Border Crossing Procedures/Protocols

Within the framework of the J-ERU project, the participating countries will initiate preparations for the provision of a legal and operational framework to be used for rapid border crossing in joint interventions and mutual assistance activities in case of emergencies.

The J-ERU PCT, with support of experts in the field of Disaster Management - Protection and Rescue, Customs and Border Police, will develop and draft Border Crossing Procedures Protocols.

SEE countries will take an advantage of this project to establish a closer and more concrete cooperation with experts in this field from the European Union and other international institutions.

Before launching the national procedures for obtaining necessary approvals for signing of the Border Crossing Protocols, a final version of the Border Crossing Protocol with all the necessary attachments will be checked, discussed and agreed upon between all the relevant National Authorities.

To avoid any kind of duplication with the efforts of other international organizations and initiatives, J-ERU PCT will explore possibilities of applying the already existing international standards and border crossing procedures of the UN, NATO, CMEPC or EU countries.

Results 4 Border Crossing Procedures/Protocols Developed and Executed

Objective 5 Organization of the Field Exercise of the Joint Emergency Response Units

The joint J-ERU Field Exercise will be organized as closing part of the project. The aim of the exercise is to test and additionally train persons from J-ERU, to facilitate border crossing, test border crossing protocols and procedures, aiming to provide on-time joint field assistance to neighboring teams in flooded areas.

Main objectives of the J-ERU Field Exercise are:

- to confirm the level of preparedness of the trained and equipped units
- to test in practice border crossing procedures
- to establish close links and relationships between trained teams in the field
- to test in practice joint coordination between national and local/municipal authorities involved in the emergency response activities in case of flooding .

Result 5 During the course of and resulting from the Field Exercise, the Joint Emergency Response Units have confirmed their preparedness to respond in case of floods in the region

Objective 6 Co-ordination with relevant National and International Authorities, Institutions and Organizations

The J-ERU PCT will co-ordinate all Project activities jointly at the regional and international levels and independently at national and local levels depending on the project's needs.

The J-ERU PCT and nation/local authorized institutions will both together and individually, take part in conferences/meetings/seminars related to disaster prevention and preparedness.

All parties involved in the project implementation will establish mutual co-operation and co-ordination.

J-ERU PCT and the Project Technical Facilitation Team will maintain coordination with all relevant ministries, national and local authorities.

J-ERU PCT and the Project Technical Facilitation Team will maintain communication with all relevant Institutions and Organizations from International Community such as: UN Agencies, EU, NATO, IFRC, etc.

Result 6 Co-ordination with relevant National and International Authorities, Institutions and Organizations established and enhanced

Objectives 7 Timely and adequate information provided to Donors and National Authorities

The J-ERU PCT will be responsible for timely submission of meeting reports as well as progress reports, Inception Report and Final Report to the Donors and national authorities.

The J-ERU PCT will submit timely progress reports to Donors informing them on the Project development.

The Progress Reports shall also serve to keep the National Authorities regularly informed on the ongoing project activities, along with the information contained in , the Inception Report, Final Report and through the national coordinators as their representatives in the J-ERU PCT.

The J-ERU PCT will record and develop minutes of all the meetings held and these minutes will serve as Progress Reports. Together with these Progress Reports, the Inception Report, the Interim Report, the Final Report and Training Reports will be prepared. The minutes of the meetings comprising the project progress report will enable each of the participating countries in the project implementation to obtain clear overview of the project status as well as of the undertaken and future activities and obligations. These reports will be presented to Donors through the Technical Facilitation Team and to the national governments and local authorities through the national disaster management authorities involved in project.

Result 7 Regular and accurate reporting mechanisms developed and Donors and National Authorities adequately informed on all aspects of the project

5. ASSUMPTIONS, CHALLENGES AND CONDITIONS

There are a certain number of critical assumptions to be maintained during the project implementation. Also, challenges to which the project could possibly be exposed and conditions to be fulfilled are to be anticipated, and they are as follows:

Assumptions

- a) the following assumptions have been recognized: Donors will support this Project since implementation emergency response teams in case of flooding will be formed through the project and an inter-state mechanism for emergency teams' management in case of disasters will be established.
- b) The National Disaster Management Authorities will assume operational, administrative and logistical responsibility for the J-ERU.
- c) National governments will support and financially contribute to the Project implementation by establishing J-ERU structures and J-ERU teams.
- d) The national disaster management authorities accept responsibility to integrate the J-ERU teams and assets into their existing national disaster management structures.
- e) J-ERU PCT will supervise, monitor and provide support to the National Management authorities in the implementation of the Project.

Challenges

Challenges that could affect or lead to delays in the Project realization are as follows:

- a) Differences in internal structures of the National Disaster Management authorities of the countries participating in the Project and their coordination.
- b) Inadequate support from national governments and/or donors.
- c) Lack of cooperation between the members of the J-ERU PCT.

Conditions

Overall success of the project implementation is subject to the following:

- a) The acceptance and fulfillment of the obligations mentioned in the Project Proposal by all the participants in the Project should lead to the realization of the objectives set by the Project and, accordingly, to the general success of the Project.
- b) DPPI SEE Secretariat, as Technical Facilitation Team, will retain financial control of the Project implementation. The DPPI SEE Secretariat will monitor the balance of the budget and will be responsible for the accounting and transparency of the Project budget. The DPPI SEE Finance/Administrative Assistant will compile all financial data, receipts, etc and submit them to the DPPI SEE Head of Secretariat for verification and payment.

6. METHODOLOGY

This chapter will display the methodology and approaches that are going to be used in order to ensure the achieving of the outputs and realization of the objectives. More detailed information is available in the Logical Framework Matrix in **Appendix C**.

Approach and activities

Approach and activities are listed below and are briefly described as follows.

Establishing the Joint Emergency Response Units Project Coordination Team (J-ERU PCT)

Each country participating in the Project development and implementation will appoint at least one person as a member in the J-ERU PCT. In order to achieve the objectives of the J-ERU project, members of J-ERU PCT will hold regular meetings during the project implementation and a number of the meetings will depend on timing and the realization of the project. Agreements and plans for further activities of the J-ERU PCT will be discussed, negotiated and agreed upon at these meetings. Complementing these meetings, the J-ERU PCT members will establish and maintain regular

information exchange through email communication.

The Technical Facilitation Team (TFT) in coordination and with support of the Project Leader will liaise between all parties involved in Project development and implementation, and will coordinate and organize meetings of the J-ERU PCT members and will ensure that meetings are conducted on a regular basis.

The J-ERU PCT through its TFT will present the Project Proposal to donors, national and international institutions and other organizations involved in natural and man made disasters and will ensure that all the project's tasks, records and reports are completed and submitted in a timely manner.

Also, members of the J-ERU PCT will organize meetings with an aim to coordinate all activities of J-ERU project implementation with relevant national, local and international authorities, institutions and organizations involved in disaster management.

Establishing Joint Emergency Response Units

J-ERU PCT, in coordination with national, regional and international experts, will determine the number and type of training courses necessary for J-ERU members to become interoperable for future rescue operations.

Within the framework of the J-ERU PCT, participating countries will make a joint implementation plan for the emergency response training. The plan will include all necessary elements of the training for the operational staff and for the team's staff in case of emergency response.

The training for the J-ERU Team Leaders/Operation Officers will be organized within the framework of the DPPI SEE Disaster Management Training Project, as a direct contribution from the DPPI SEE Donors to the project implementation.

As part of the exercise planning conferences, the operational trainings will be conducted prior to the final execution of the J-ERU Field Exercise.

Procurement of the Equipment

With the aim of creating efficient and maintainable J-ERU teams, it will be necessary to purchase equipment necessary for effective and safe conduct of the emergency response tasks and rescue operations. The J-ERU PCT, with support from the international expertise, shall develop a list of necessary equipment. The J-ERU PCT, through the Technical Facilitation Team will prepare and announce the request for equipment procurement, all in accordance with EU standards and international tender procedures. It is planned that this project activity will be executed in the first 4 months of the project implementation and the report on the procurement and all other required information will be provided to the donors and to the national authorities participating in the project.

To avoid any potential complications due to the differences of the national legal and custom procedures between the countries from SEE region, the J-ERU PCT through the DPPI SEE Secretariat will contact an international organization and/or international NGO with substantial experience in procurement procedures according to EU standards and propose cooperation on the implementation of this project activity.

The equipment purchased within the framework of the J-ERU project will be categorized as an international donation to the National Institutions subject to tax exemption.

The participating countries will agree upon joint requirements and make a list of equipment necessary for the teams' work. The equipment will enable teams to work and operate in accordance with international standards.

For purposes of the equipment procurement the market will be explored and tender documentation will be prepared.

Developing of the Border Crossing Procedures/Protocols

Participating countries from SEE will take advantage of this project to establish and develop a close and more solid co-operation with relevant experts from the European Union.

Members of the J-ERU PCT in charge for developing and preparing Border Crossing Procedures/Protocols will, during the course of project implementation, take part in the project meetings with national and international institutions and experts, organized with an aim to enhance existing border crossing procedures.

The J-ERU PCT will organize, if necessary and within the framework of the J-ERU project implementation, meetings and/or workshops with a goal to exchange information and enrich the knowledge regarding the border crossing management.

Organization of the Field Exercise of the Joint Emergency Response Units

The J-ERU Joint Field Exercise will be organized as a closing part of the project. The aim of the exercise is to facilitate border crossing procedures, to check and verify the modalities of conducting field operations, starting from the necessary information delivery to border crossing activities and provision of assistance to flooded areas.

The roster for the exercise will be prepared by exercise host country and with support of the Technical Facilitation Team and other parties involved in the project implementation. The scenario for the exercise will be developed during the exercise/training planning conferences and it will be build upon experiences and lessons learnt by regional countries as a result of the floods in the previous years. Two planning conferences will be conducted to prepare the exercise:

The Main Planning Conference (MPC) as the first phase for the exercise is planned to be organized in the month 5 (t.b.c.) of the project.

The Final Planning Conference (FPC) is planned to be organized in the month 8 (t.b.c.) of the project.

The Field Exercise is planned to be organized in the month 12 (t.b.c.) of the project.

In addition, other relevant national and international authorities, institutions and organizations such as police, national border services and IFRC may participate in the exercise.

6.1.6 Co-ordination with relevant National and International Authorities, Institutions and Organizations

Participating countries in the project will take part in meetings and conferences related to disaster management and emergency response in the case of natural and man made disasters, which will be organized by national and international institutions and organizations and especially the events focusing on floods. National authorities will use these meetings and conferences as an opportunity to present their activities and achievements, as well as future needs, to potential donors.

6.1.7 Timely and adequate information provided to Donors and National Authorities

The J-ERU PCT will report to donors and national disaster management authorities, on the operational and financial state of the Project. The J-ERU PCT will be responsible for providing the following reports:

Report	Timing	Deadline	No Copies
Inception Report*	After 2 months	End of Month 3	5 hard copies 12 electronic
Interim Report**	Month 6	End of Month 7	5 hard copies 12 electronic
Meeting Reports/Progress Reports***	After each event	10 th working days following each event	5 hard copies 12 electronic
Training Report	After Training Event	One month after the training	5 hard copies 12 electronic
Final Report****	After month 12	Two months after the realization of the project	5 hard copies 12 electronic

***Inception Report**, including objectives, inputs, planned activities, outputs and work plan with timeline and management structure

****Interim Report** will be produced as a mid term progress report on project implementation

*****Meeting Reports as Progress Reports** will be produced within two weeks after each meeting of J-ERU PCT and will be submitted to the donors and national authorities of the participating countries.

******The Final Report** as a comprehensive overview of all project activities and achievements, including final detailed financial and balance report. It will be prepared and submitted two months after the execution of the project.

All these reports will serve to keep donors and national authorities fully and comprehensively informed on all activities related to the J-ERU Project.

Inputs

The DPPI SEE Secretariat with an office established in the region (Sarajevo, Bosnia and Herzegovina) will provide technical support as an overall project facilitation and coordination team consisting of the following international and regional expertise: -

- a) DPPI SEE Head of Secretariat
- b) DPPI SEE Finance/Admin Assistant
- c) International/Regional Experts/Instructors for different trainings/courses*

Each participating country will appoint eleven (13) persons as follows:

- a) 2 National Experts as a J-ERU PCT members
- b) 1 person as a J-ERU Team Leader
- c) 8 persons for the Joint Emergency Response Units
- d) 2 drivers/logisticians

[†] National Disaster Management Authorities of the DPPI SEE States within the project will provide relevant contact data to the DPPI SEE Secretariat

4.3.1 Supplementary Inputs

- a. the DPPI SEE Secretariat, as the Technical Facilitation Team, will support the project implementation by obtaining expertise and other assistance, if needed, from international partners such as UN-OCHA, IFRC, UNDP, etc.
- b. Participating countries will provide the services of their Heads/Directors/General Directors of the National Civil Protection and National Disaster Management Authorities who will perform reviews and approve Project Reports on behalf of the National Disaster Management Authorities.

7. PROJECT MANAGEMENT

To successfully accomplish all tasks stated in this project proposal it would be necessary to establish project management structure that will obtain and secure appropriate cooperation and coordination between all parties involved in the project implementation. Each party involved in the project implementation will appoint at least one person as a member in the Joint Emergency Response Units Project Co-ordination Team (J-ERU PCT).

Structure of the J-ERU Project Co-ordination Team

The **Joint Emergency Response Units – Project Co-ordination Team** will be composed of the following: Technical Facilitation Team, Project Leader Country, Beneficiary Countries and Supportive Country

i. Technical Facilitation Team	
1. DPPI SEE Secretariat.....	Technical Facilitation Team (procurement of equipment)
ii. Project Leader Country	
1. Croatia.....	Overall coordination SWIFT Training 1
iii. Beneficiary Countries	
1. Bosnia and Herzegovina	(Border crossing procedures)
2. Turkey	(Finalization of equipment lists)
3. Albania	(SWIFT Training 2)
4. Macedonia	(SWIFT Training 3)
5. Bulgaria	(Operational Guidelines)
6. Romania	(SWIFT Training 4 & Field Exercise)
7. Serbia	(Command and Control Training)
iv. Supporting Countries	
1. Slovenia	(Expert support)

The Coordinative Structure of the Joint Emergency Response Units for SEE, **see Appendix D.**

7.1.2 Technical Facilitation Team

The DPPI SEE Secretariat as the Technical Facilitation Team will be responsible for overall coordination of the project implementation and for timely realization of all tasks stated in the Project Proposal with a goal to successfully achieve the project objectives.

7.1.2.1 Technical Facilitation Team Tasks

The Technical Facilitation Team will be responsible for the realization of the following tasks:

- i. Administration and Finance management of the project implementation
- ii. Technical and expert support to all parties involved in the project implementation, including benefiting countries
- iii. Preparation and Submission of all Reports
- iv. Overall cooperation with and coordination of communication between all parties involved in the project implementation (donors, international organizations, supportive countries and beneficiaries countries)
- v. Conducting of the procurement procedure

7.1.2.2 Technical Facilitation Team Structures

The DPPI SEE Secretariat will, through close consultations with the participating countries, provide Long Term and Short Term Experts - following staff as Technical Facilitation Team:

Long Term Staff:

- i. DPPI SEE Head of Secretariat (overall responsibility for delivery of TA)
- ii. DPPI SEE Finance/Administrative Assistant

Short Term Staff:

- iii. International Training Instructors Specialists, as/ if deemed necessary

7.1.2.3 Technical Facilitation Team Office

The Technical Facilitation Team, with its office, is located at the following address:

DPPI SEE Secretariat

URL: <http://www.dppi.info>

Address: Mis Irbina 14

Postal Code: 71000

City: Sarajevo

Country: Bosnia and Herzegovina

Telephone: +387(0)33 212-340

Fax: +387(0)33 223-175

7.1.3 Project Leader Country

Croatia is the regional Leader country in the J-ERU Project implementation. The Technical Facilitation Team and Beneficiary countries will provide all necessary support to the Project Leader for successful implementation of the project.

7.1.3.1 Project Leader Country Tasks

Croatia as a Project Leader will coordinate and support all activities related to the project and especially:

- i. Preparing the Plan and Program for SWIFT Training

7.1.3.2 Project Leader Country Office

The Project Leader's Office is located at the following address:

Croatian National Protection and Rescue Directorate

Nehajska 5
10000 Zagreb
Croatia
Tel: +385-1-3650 077
Fax: +385-1-3650 025
E-Mail: international@duzs.hr
Web: www.duzs.hr

7.1.4 Beneficiary Countries

National Disaster Management Authorities, as responsible entities for all disaster management activities according to the national laws, will represent Beneficiary Countries in the project. National Disaster Management Authorities from both national and local levels and citizens of the participating countries will be direct and ultimate beneficiaries of the project implementation.

7.1.4.1 Beneficiary Countries responsibilities

The National Disaster Management Authorities from Beneficiary Countries will be responsible for:

- i. Successful implementation of the J-ERU project at the local, national and regional level.
- ii. Providing all necessary support to the Project Leader Country and Technical Facilitation Team in the project development and implementation.
- iii. In accordance with the national laws coordinate and integrate activities between local, national and regional levels.
- iv. Incorporating J-ERU into the national disaster management structures

7.1.5 Supportive Country

Slovenia will participate in the exchange of information with regard to flood situation in SEE through existing communication channels. Slovenia has expressed its willingness and readiness to contribute to the project implementation activities with current expertise existing within its national rescue units to achieve more coordinative response in the SEE region.

The DPPI SEE Point of Contact List of the National Disaster Management Authorities is enclosed in **Appendix E**.

8. FINANCING (BUDGET)

The project will be funded by the international donors and co-funded by the participating countries.

The Project Budget will cover the costs of the Project activities such as purchase of equipment, planning meetings, training and exercise costs, as well as meetings.

The overall aim of the Project Technical Facilitation Team is to ensure that, at the end of the project implementation, bookkeeping and accounting are transparent and presented in the acceptable format to the Donors, participating countries and to the DPPI SEE Financial Auditor.

A more detailed breakdown of budget is presented in **Appendix F**.

9. SWOT ANALYSIS

There are several ways ahead for the J-ERU and a simple SWOT analysis will help to identify the best route.

Strengths – the main strength of the J-ERU project is the fact that J-ERU Teams will be created in the format/structure as standard international rescue teams and that they will be equipped accordingly. Future integration into the core national Disaster Management structures with standard principles, operating procedures, equipment and methods is to be a logical next step for the J-ERU teams. In the past, within the framework of another DPPI SEE project (the Joint Fire Fight Units Project) this formula has already been tested and approved.

Weaknesses – in some regional countries the national disaster management authorities are in the process of transition and J-ERU teams could be faced with delays in the process of fully administrative and budgetary integration into the national disaster management structures

Opportunities – creating and equipping the J-ERU teams, in some countries of the region, and/or retrained and reequipped already existing rescue teams in the other regional countries, in accordance with unified international standards. In addition, development of the Border Crossing Protocols/Procedures which will be applied by all parties involved in the project and which will enable J-ERU teams to cross national borders quickly in order to support neighboring country in flooded area, is added value for the whole process of stabilization and cooperation in the region. The J-ERU Project Coordination Team established through the implementation of this project could be initial and basic step for further development of the regional mechanism (network) for coordination and exchange of information for all aspects of the disaster preparedness, prevention and management in the region of South Eastern Europe.

Threats –The joint consensus and positive attitude established between all National Disaster Management authorities from SEE in regards to joint implementation of the J-ERU project should be supported by international community as well as the national governments from the region. Otherwise, delay or certain lack of support could bring de-motivation and decreasing of already established high level of the regional cooperation and coordination in the future activities.

10. CONCLUSION

The Project for the Support of Establishing 'Joint Emergency Response Units in case of Floods in the region of South Eastern Europe' with joint commitment between countries of South Eastern Europe regarding the same issues and common challenges, is the best example of high level regional cooperation and coordination.

The J-ERU project with its objectives is to 'train and ensure equipment according to the uniform standards' and it has been initiated to overcome differences in structural, economical and social areas between countries in the region of SEE but also decrease differences between EU and its neighboring countries.

Implementation of the J-ERU project, by representatives and experts from local, national, regional levels and with the support of international experts that have disaster management experience, promoting full regional and international cooperation will facilitate the capacity building of the local, national and regional institutions in the area of disaster management, with a focus on disaster preparedness and prevention.

According to the national laws the J-ERU will be part of the national disaster networks which guaranties sustainability, and through it J-ERU will coordinate participation with other regional and international disaster management agencies.

The realization and implementation of the J-ERU project and successful achievement of the overall objectives will bring benefits to the whole region of South Eastern Europe and will support balance and sustainable development of the European continent.