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***PROGRAMME FOR THE EXCHANGES OF EXPERTS
IN THE FIELD OF CIVIL PROTECTION AND
ENVIRONMENTAL EMERGENCIES***

FINAL ACTIVITY REPORT AS AT 31/10/1999

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PRELIMINARIES

1. As already mentioned in our letter of 14 June 1999, it took a long time to re-implement the network of correspondents two years after activities ceased, particularly regarding the mobility of officials involved in launching the programme. Experience gained during previous phases had emphasised the need to form a “network” in the Member States, with our institution acting as coordination centre.
This network made up of “contacts” that are both available and voluntary guarantees the programme’s success, as the main task of the contact lies in coordinating in his country the file relating to the visit (or the training organised) based on the application forms of foreign experts.
2. The political events in Kosovo, which involved the participation of a number of national civil protection employees, led to the immediate postponement or cancellation of exchange modules. This was the case in Italy and Spain, which called for the visits to be postponed.
3. The problems faced by Greece following its earthquakes should not be overlooked. The exchange visits scheduled for Greece were also postponed.

All these significant events had an inevitable effect on the participation rate. Under these circumstances, we considered it appropriate to request a four-month extension.

RESULTS

Postponing the deadline proved highly beneficial, with a total of 88 files out of the 90 envisaged being recorded.

Out of this figure, **54 exchanges were completed**, seven files accepted could not be completed before the deadline of 31 October 1999, three exchanges were cancelled at the last minute, and 24 registrations were still outstanding.

Therefore, in terms of potential files, the number of exchanges reached 71% of forecasts.

DURATION

An average of one week was adhered to.

PROFILE OF PARTICIPANTS

The exchanges were mainly aimed at:

- * Fire officers
- * Scientists specialised in seismology
- * Engineers
- * Officers and instructors of forest fire services
- * Heads of rescue services
- * Liaison officers

TOPICS OF INTEREST

The following topics were dealt with:

- Fire and forest-fire protection
- Chemical hazards and transport of hazardous substances
- Seismology
- Rescue technique and organisation
- Motorway and airport accidents
- Crisis management
- Nuclear power

PARTICIPATION

All countries were involved in sending experts, with the exception of Luxembourg, Austria and Spain.

Greece, Ireland, Luxembourg and Italy did not receive any experts.
(See tables in the annex).

COMPLETION

The number of exchanges actually completed totalled **54 units**.

COMMENTS

A ➔ OUTLINE OF ORDINARY EXCHANGES

1. The rescue courses organised by the **Swedish Rescue Services** continue to enjoy the same reputation. The means implemented are considerable. Experts mainly participate in tactical exercises.
This year, the wide range of subjects involved prompted 12 experts (six Irish, two Portuguese, two Greek, one German and one Danish) to enrol in the June session held at Revinge College.
2. Successful collaboration with the **Brest Rescue Centre** enabled a highly comprehensive, one-week training module to be set up, with six Belgian experts in particular taking part. The programme covered a number of topics:
 - “Knowledge and understanding of the organisation of rescue services in France”
 - “From risk analysis to rescue planning”
 - “The work of specialised units”
 - “Application on the ground of rescue organisation”
3. Three Italian experts in seismology were received by their French counterparts at the **Piton de la Fournaise Observatory** to take part in training on “monitoring effusive volcanoes”.
4. A course on “Special mountain-rescue techniques” was given to a group of Portuguese experts by the **Guardia Civil Mountain School** at **Candanchu, Spain**. These eight experts stayed at the Training Centre.

5. In Austria a Swedish expert took part in a course on the problems of avalanches and a debriefing on the tunnel accident in the Tyrol in February 1999.
6. A Belgian expert attended an exchange of experiences at the Chambéry Rescue Centre, France following the accident in the Mont Blanc tunnel.
7. An expert from the fire services of Liège Province followed a special training course in the Netherlands on road rescue (freeing crash victims) at the International Centre for Emergency Techniques (I.C.E.T.) in Tilburg.
8. Another special training course organised by the I.C.E.T., held at Copenhagen Airport as part of the “Aeroplane Crash Rescue”, was given to a Belgian expert from the fire services of Liège Province.

B ➔ PROVISION OF INSTRUCTORS AND EXPERTS

1. As part of bilateral cooperation in the field of Civil Protection involving Regional Commanders and Departmental Directors of Fire and Rescue Services in Portugal, French fireman instructors were invited by their Portuguese counterparts to Lisbon to provide them with training in operational management (evaluation, means, strategy and training) of forest fires.
2. The System for the Exchange of Experts also appeared at a symposium held by the Fire and Emergency Medical Aid Service of Brussels Capital Region (S.I.A.M.U.) on the topic “The professional fire-brigade officer and his relations with disabled persons” at Houthalen (Limburg Province).

This symposium took on a European dimension with the participation of foreign experts (three Dutch and one French), the topic of the symposium forming part of their priority. A Belgian expert was also invited to handle the legal aspect of the matter.

The meeting – a first on the topic – as well as all the presentations that were held were put on an extensive data (text and image) file that the Association of Professional Fire Officers of Belgium (BEPROBEL) will make available to those concerned.

CONCLUSIONS

On the basis of the evaluation reports drawn up following each exchange, the experts unanimously highlighted the interest taken in the programme, particularly with regard to its effectiveness and originality.

According to the experts, observing the working methods in a context different from their daily work environment and evaluating the means implemented in these different national structures were particularly interesting, even enriching, aspects.

These European training courses enable the field of vision of the activities undertaken by these experts to be widened. They also enable lessons to be learned that may be beneficial to their own structure.

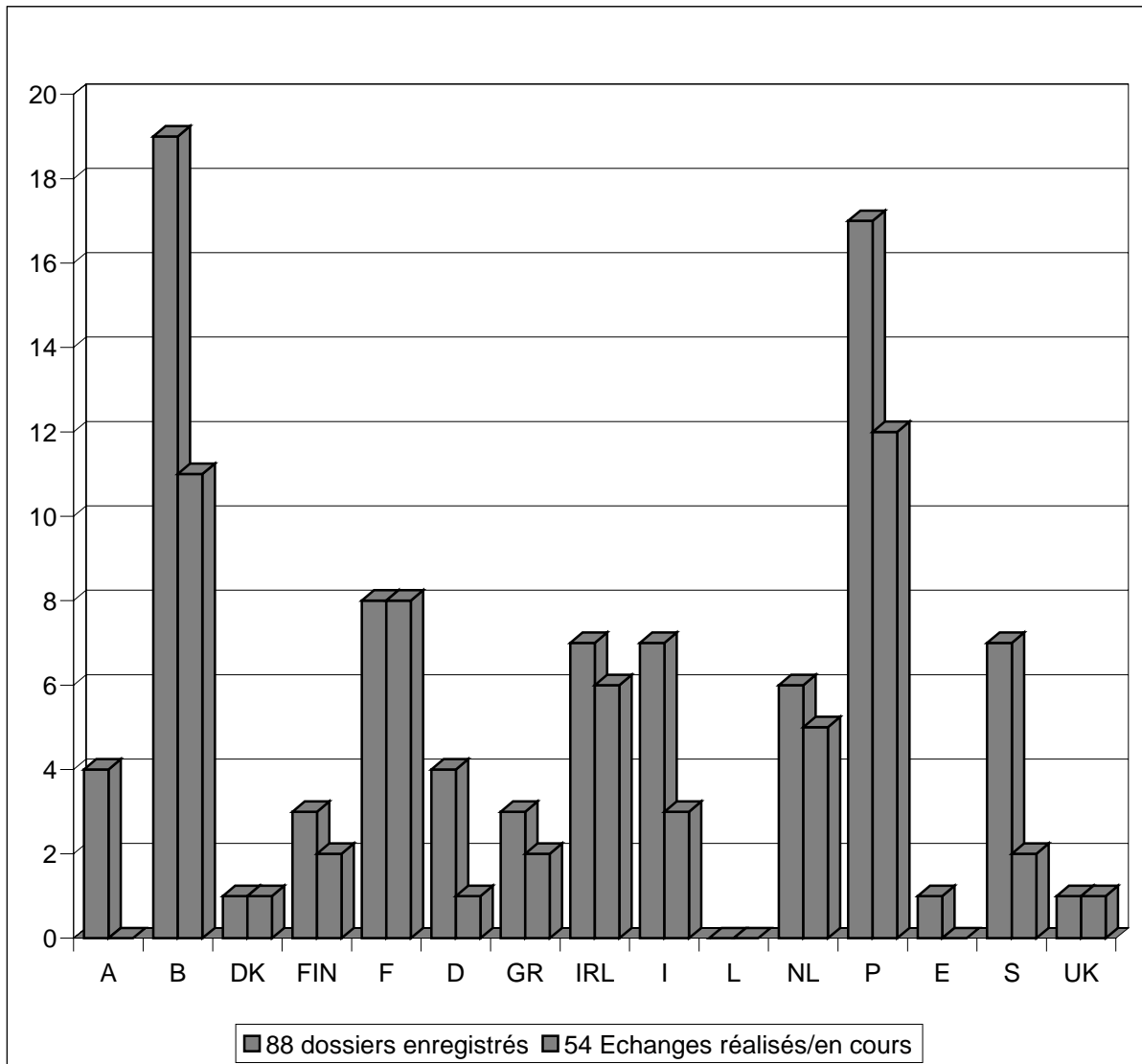
Moreover, the experts were called on to pay particular attention to the evaluation reports. These reports are of great interest in evaluating the System for the Exchange of Experts. The attention of the members of the Permanent Network of National Correspondents was also drawn to the importance of ensuring these evaluation reports were properly monitored.

Finally, an analytical technical report of the evaluation reports will be drawn up separately.

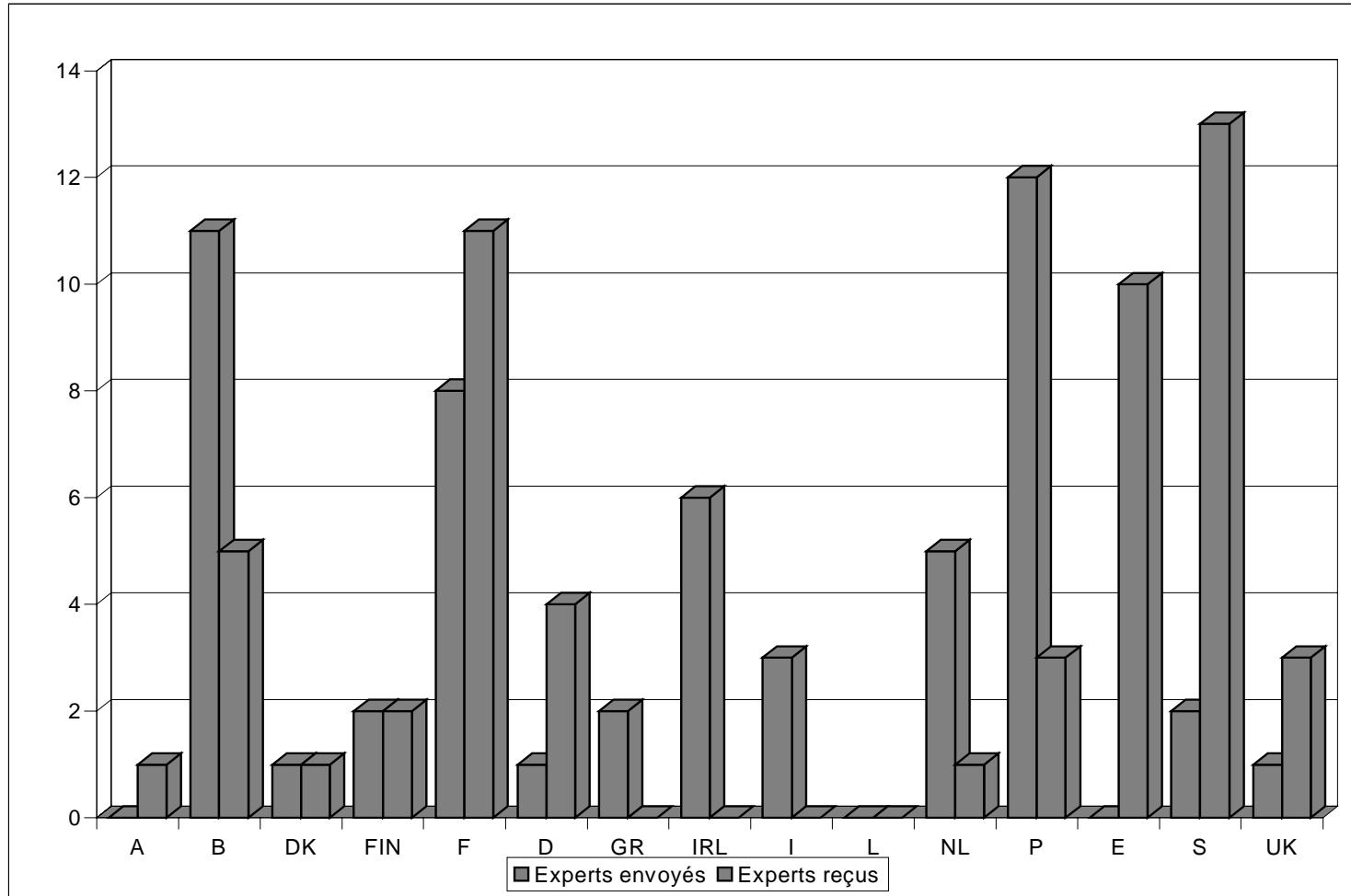
TABLES

1. *Situation per country*
2. *Experts sent / Experts received*
3. *Distribution per themes of interest*
4. *Distribution per country*

EXCHANGE SYSTEM OF EXPERTS
SITUATION PER COUNTRY
1999



EXCHANGE SYSTEM OF EXPERTS
SITUATION PER COUNTRY - 1999



DISTRIBUTION OF EXCHANGES PER THEMES OF INTEREST
31/10/1999

	Fire protection	Chemical	Seismology	Forest fires	Rescue techniques and organisation	(motor)way and airport accidents	Crisis Management	Nuclear	TOTAL
Germany					1				1
Austria									0
Belgium	1			1	6	3			11
Denmark					1				1
Spain									0
Finland	2								2
France	1	2		3			2		8
Greece					2				2
Ireland					6				6
Italy			3						3
Luxembourg									0
Netherlands	3	2							5
Portugal	2				10				12
Sweden	1					1			2
U.K.								1	1
	10	4	3	4	26	4	2	1	54

DISTRIBUTION OF EXCHANGES PER COUNTRY
31/10/1999

	DE	A	B	DK	E	FIN	F	GR	IRL	I	LUX	NL	P	S	UK	SENT
Germany														1		1
Austria																0
Belgium			1	1			8					1				11
Denmark														1		1
Spain																0
Finland	2															2
France	2		1		2								3			8
Greece														2		2
Ireland														6		6
Italy							3									3
Luxembourg																0
Netherlands			3			1								1		5
Portugal					8									2	2	12
Sweden		1													1	2
U.K.						1										1
RECEIVED	4	1	5	1	10	2	11	0	0	0	0	1	3	13	3	54

*PROGRAMME FOR THE EXCHANGES OF EXPERTS
IN THE FIELD OF CIVIL PROTECTION AND
ENVIRONMENTAL EMERGENCIES*

*GUIDELINES
FOR NATIONAL CORRESPONDENTS AND EXPERTS*

INTRODUCTION

The aim of this document is to inform national correspondents, members of the Permanent Network of National Correspondents (PNNC) and for those taking part in the exchange programme for experts of the general provisions governing the system.

This concerns, in particular, the procedure to be followed in order to take part in the exchange programme: the type of financing and practical information relating to travel, accommodation and reimbursement of expenses.

These guidelines were formulated as *modus operandi* for all experts, while allowing for specific adjustments to be made in individual cases, where necessary.

1. GENERAL PROVISIONS

a) Objective of the programme

This programme aims to contribute to the improvement of Community co-operation in the field of civil protection and environmental emergencies.

This system allows the secondment of one or several national professional experts from administrations concerned by any aspects of civil protection and environmental emergencies, to one or more administrations in other Member States, in order to allow the expert(s) to follow or give courses, to gain experience or appraise different techniques used and to study the approaches taken within other services in charge of civil protection and environmental emergencies (operational services, schools, training centres etc.).

It should be noted that participation in seminars, conferences or simulation exercises does not fall under the scope of this programme.

b) Conditions of eligibility

The exchange system is available, in the context of civil protection and environmental emergencies, to the partners of the European Union, i.e. the administrative staff affected by the various aspects of civil protection and environmental emergencies and training institutions in the Member States.

The programme is open to nationals of the Member States of the European Union and also to the European Economic Area whose countries are participating to the community budget.

c) Duration of the exchange

The duration of training or the secondment of the expert to the administration of another Member State can vary from a few days to a few weeks according to the type of exchange required.

d) Financing

The programme is financed from the budget of the European Union to the extent of 75% of the global cost of the exchange, the remaining 25% being covered by the Member State.

The expenses relating to travel and accommodation of the experts (hotel, meal etc.) are included in this global cost. On the basis of a prior agreement, travel expenses inside a host country could be refundable.

It should be noted that any registration fees and expenses arising from attending the training institutes are payable by the Member State of experts.

The H.I.E.P.

The Higher Institute of Emergency Planning in Florival (Belgium) manages administrative and financial procedures.

It is therefore this institution which is responsible for the co-ordination of applications and the placement of the candidates in the host countries as well as dealing with all the related correspondence and, in particular, requests for complementary information, confirmations of exchanges etc. transmitted by the national correspondents.

Within the framework of this exchange programme, it receives copies of the programmes prepared by the host countries and forwards them to the countries sending experts.

The practical organisation of the exchange is also managed by the *H.I.E.P.*: reservation of plane (economy class or lower-cost rates) or train tickets (first class), payment of tickets and distribution among experts, payment of subsistence expenses and hotel reservation.

It should be noted that at the time when reservations are made, account is taken of the provisions carried out by the host country (dates or programmes for the courses and visit).

The administration of the sending countries will be informed by H.I.E.P. through the national correspondent of the detailed cost of the exchange visit. This will allow the sending country to evaluate his own share of participation to the extent of the remaining 25%.

2. TECHNICAL DISPOSITIONS

a) Selection procedure

Applications have to be submitted to the national correspondent member of the PNNC.

The procedure for selection of candidates is overseen by the correspondent who is responsible for the transmission of applications to the *H.I.E.P.*

The expert has to complete his/her application form (available from the national correspondent) with care and attention. This form will, in fact, contain the information necessary to enable the national correspondent and the *H.I.E.P.* to process the application.

b) Acceptance by the host country

The applications must be examined and the subsequent selection decision taken within two months of their receipt. In the event that a candidate's request is turned down, the application can be redirected to other countries likely to be interested.

In addition, as soon as all details have been finalised, the host country will transmit the exchange programme to the *H.I.E.P.* in order to enable it to calculate the daily allowances.

c) Daily allowances

There are two possibilities for the payment of subsistence expenses:

- 1) When the host country is unable to provide accommodation and meals locally, the expert will be entitled to a **total allowance** permitting him/her to manage his/her own living expenses.
- 2) In case where accommodation and meals are organised by the host country, the expert will receive a **reduced allowance**.

In the latter case, and according to prior agreement, the *H.I.E.P.* could refund expenses directly to the host organisation.

Taking into account the shares of participation as described here above; this allowance will be paid to the expert by the *H.I.E.P.* before its departure, if possible. The expert will be requested to communicate his banking details.

In all cases, the calculation of this allowance is made on the basis of the scales of statutory refunding applicable in the European Union.

d) Private travel

Provided that it does not extend the agreed duration of the exchange, the expert may use his/her own vehicle to travel between his/her own country and his/her exchange location.

In this case, the calculation of the travel cost will be made on the basis of the shortest rail route (first class) between the two locations.

The sum in question will be paid to the expert as specified above.

e) Insurance

The Commission accepts no responsibility for moral prejudice, material damage or injury incurred by the expert during his/her journey to or stay at the host organisation, unless it is directly responsible.

An expert using his/her own car as means of transport (see above) must himself/herself accept responsibility for any accidents involving his/her vehicle (including accidents caused by third parties). He/she must have an insurance policy covering civil liability.

f) Final evaluation report

An expert who has taken part in an exchange will be required to complete the Assessment Questionnaire within four weeks of his/her secondment.

This document is available from the national correspondent to whom it must be returned.

The national correspondent will subsequently forward it to the *H.I.E.P.* for final analysis.
