

Administrative Arrangement

between

**the Swiss Agency for Development and Cooperation (Federal Department for Foreign Affairs) and
the Federal Office for Civil Protection (Federal Department of Defence, Civil Protection and Sport)**

and

**the European Commission, Directorate-General European Civil Protection and Humanitarian Aid
Operations**

Considering the importance of cooperation for effective disaster prevention, preparedness and response, the Swiss Agency for Development and Cooperation (Federal Department for Foreign Affairs) and the Federal Office for Civil Protection (Federal Department of Defence, Civil Protection and Sport), on the one hand, and the European Commission, Directorate-General European Civil Protection and Humanitarian Aid Operations, on the other hand, hereinafter referred to as the "Services",

have come to the following mutual understanding:

I. The purpose of this Administrative Arrangement is to:

- a) Explore possibilities for coordination, as well as administrative and technical cooperation between the Services, contributing to enhancing disaster resilience, reducing risks stemming from disasters and improving international disaster response;
- b) Establish an exchange of information on good practices, approaches and tools to contribute to the implementation of international frameworks and processes, in particular related to disaster risk reduction, humanitarian aid, sustainable development and climate change;
- c) Explore processes and share best practices to facilitate coordination during disasters; and
- d) Expand the respective knowledge base concerning prevention, preparedness, response and recovery.

II. The Services seek to create a framework for information sharing and knowledge exchange that could foster coordination in disaster management.

The Services intend to:

- a) Exchange and regularly update information which is necessary to contribute to the continuity of contacts and facilitate coordination, especially between the Swiss Agency for Development and Cooperation / Humanitarian Aid (SDC/HA), the Federal Office for Civil Protection (FOCP) / the National Emergency Operation Centre (NEOC) and the Commission's Emergency Response Coordination Centre (ERCC);
- b) Regularly test the communication systems that they use to exchange information;
- c) Liaise and exchange information during disasters in third countries, if both Services are present on the field, with the objective of a better operational coordination;
- d) Share lessons learnt as appropriate;
- e) Share best practices and explore ways of facilitating the entry of staff and material requested to assist in the response and recovery process following a disaster;
- f) Exchange information on disaster risk management, including on knowledge of risks with a view to developing an overview on risk management capabilities and planning for Europe;
- g) Share best practices on training and public awareness, community information, early warning systems and community organization resilience (continuity) and exchange experts where appropriate;
- h) Jointly participate in the development of transnational scenario planning and exercises for disasters which are likely to give rise to cross border effects;
- i) Exchange information regarding the coordination and implementation of community-based volunteer programs;
- j) Invite each other's staff to participate in conferences, seminars and exercises, as appropriate.

III. Communication, correspondence and exchanges of information between the Services should be channelled through the following designated Contact Points:

- a) For the Directorate-General European Civil Protection and Humanitarian Aid Operations, the Head of the Unit responsible for International and Multilateral relations;
- b) For the Services of Switzerland, the Counsellor in charge of development cooperation and humanitarian aid at the Mission of Switzerland to the European Union.

The designation of contact points does not impede direct contacts, exchange of information or cooperation between the staff of the Services.

IV. This Administrative Arrangement does not entail any financial commitment for the Services. Each Service bears the costs deriving from activities undertaken under the auspices of this Arrangement. The performance of those activities will be subject to the availability of funds and resources and will be implemented in accordance with the applicable laws and regulations of each Service.

V. This Administrative Arrangement does not create any legal rights or obligations nor does it constitute an agreement binding the Services under international law.

Signed in _____ on _____

For the Swiss Agency for Development Cooperation

Ambassador Manuel Bessler, Delegate for Humanitarian Aid and Head of SHA

For the Federal Office for Civil Protection

Director-General Benno Bühlmann

For the Directorate-General European Civil Protection and Humanitarian Aid Operations

Director-General Monique Pariat