



**NATO/EAPC UNCLASSIFIED  
RELEASABLE TO PUBLIC**

25 May 2009

**NOTICE**

EAPC(SCEPC)N(2009)0016  
EAPC(CAPC)N(2009)0017  
EAPC(CCPC)N(2009)0011  
EAPC(CPC)N(2009)0014  
EAPC(FAPC)N(2009)0013  
EAPC(IPC)N(2009)0014  
EAPC(JMC)N(2009)0013  
EAPC(PBIST)N(2009)0013  
EAPC(PBOS)N(2009)0011

**SENIOR CIVIL EMERGENCY PLANNING COMMITTEE (SCEPC)  
CIVIL AVIATION PLANNING COMMITTEE (CAPC)  
CIVIL COMMUNICATIONS PLANNING COMMITTEE (CCPC)  
CIVIL PROTECTION COMMITTEE (CPC)  
FOOD AND AGRICULTURAL COMMITTEE (FAPC)  
INDUSTRIAL PLANNING COMMITTEE (IPC)  
JOINT MEDICAL COMMITTEE (JMC)  
PLANNING BOARD FOR INLAND SURFACE TRANSPORT (PBIST)  
PLANNING BOARD FOR OCEAN SHIPPING (PBOS)**

**CHECKLIST AND NON-BINDING GUIDELINES FOR THE REQUEST, RECEPTION  
AND PROVISION OF INTERNATIONAL DISASTER ASSISTANCE IN THE EVENT OF A  
CBRN INCIDENT OR NATURAL DISASTER**

**NOTE BY THE CHAIR**

1. The Updated CEP Action Plan for the Improvement of Civil Preparedness against Possible CBRN Attacks, tasks the EADRCC, in subsequently action item IV b.7 and IV b.8,
  - a) first, with the support of the Civil Protection Committee (CPC), to 'further refine and develop guidelines for requesting assistance through EADRCC for support to CBRN consequence management',
  - b) and second, with the support of all PB&C's, 'to develop guidelines for receiving international assistance for support to CBRN consequence management'.

**NATO/EAPC UNCLASSIFIED  
RELEASABLE TO PUBLIC**



**NATO/EAPC UNCLASSIFIED  
RELEASABLE TO PUBLIC**

EAPC(SCEPC)N(2009)0016, MULTI REF

2. On 26 May 2008, SCEPC agreed under silence procedure the document 'Enhancing the Support to National Authorities with Regard to Natural Disasters', which tasks the EADRCC in action item 11.1 to develop "Guidelines/a checklist for requesting and receiving international assistance".

3. In completion of these tasking, the International Staff produced a draft checklist and non-binding guidelines on the request, reception and provision of international assistance in the event of a CBRN incident or natural disaster. The draft checklist was circulated first to the CPC<sup>1</sup> and then, under the Terms of Reference<sup>2</sup> of the CBRN Coordination Group, to all PB&Cs<sup>3</sup> for comments. Due to the technical nature of the paper and the comments from the PB&Cs incorporated I do not intend to request further comments from SCEPC and therefore circulated the checklist and non-binding guidelines as a notice.

4. This checklist and the non-binding guidelines supersede and replace the earlier "Checklist to Guide Nations in Requesting International Assistance"<sup>4</sup> and will be used in the EADRCC training sub programme for interested nations on how to effectively request international assistance. The classification NATO/EAPC UNCLASSIFIED RELEASABLE TO PUBLIC has been chosen to give the checklist and non-binding guidelines the widest possible dissemination.

(Signed) Maurits R. Jochems

Annex 1: NON-BINDING GUIDELINES FOR THE REQUEST, RECEPTION AND PROVISION OF INTERNATIONAL ASSISTANCE

Annex 2: CHECKLIST FOR THE REQUEST, RECEPTION AND PROVISION OF INTERNATIONAL ASSISTANCE

2 Annexes

Action Officer: Mr. Ragnar BOE, Ext. 2672  
Original: English

3 Appendices

IS040850 C:\Documents and Settings\ncbre\Desktop\EAPC(SCEPC)N(2009)0016.doc

---

<sup>1</sup> EAPC(CPC)WP(2009)0004

<sup>2</sup> EAPC(CAPC)N(2008)0027 MULTIREF

<sup>3</sup> EAPC(CPC)WP(2009)0005 MULTIREF

<sup>4</sup> EAPC(SCEPC)N(2005)0004

**NATO/EAPC UNCLASSIFIED  
RELEASABLE TO PUBLIC**

## **Non-Binding Guidelines for the Request, Reception and Provision Of International Assistance**

### **I. Purpose**

1. Nations are becoming increasingly aware of the importance of preparing for large scale disasters which may require them to request international assistance. Due to climate change and the ongoing risk of terrorist attacks, nations that usually provide assistance to others could find themselves in the same situation, being forced to ask for assistance, bilaterally, regionally or via international organisations like the EADRCC at NATO.
2. The purpose of this paper is to provide non-binding guidelines for national preparedness in requesting and receiving international assistance. Its main users are emergency planners and managers at operational level.
3. Documentation from NATO bodies and international organisations were used as a basis for this document and the attached checklist. Both the Oslo Guidelines on the Use of Foreign Military and Civilian Defence Assets (MCDA) and the International Search and Rescue Advisory Group (INSARAG) Guidelines have been a partial basis for the checklist for requesting and receiving international assistance.<sup>5</sup> The IFRC desk study on *Law and Legal Issues in International Disaster Response* in 2007, gives an in-depth overview of international laws and regulations concerning international disaster assistance as well as recent operational experiences of the regulatory problems in the area. All documents used are listed in Annex 2 Appendix 3.

### **II. NATO Mechanisms to Facilitate Disaster Response**

#### **Civil Experts**

4. SCEPC's PB&Cs maintain a pool of civil experts who provide advice in cases of emergency, evolving crisis or in the planning for military operations on the use of civil resources to the Council, the SCEPC (in Allied or EAPC format), NMAs, nations or other appropriate bodies as agreed by the Council/SCEPC. Civil Experts are nationals of Allied or Partner countries and can be representative of industry / business or government / administration.

---

<sup>5</sup> The Oslo Guidelines are one of the most important documents in this area. NATO was involved in the conception of the guidelines, which outline the core principles for the use of MCDA's by UN Agencies, operational standards and the tasks and responsibilities of affected, transit and assisting states. Following the devastating earthquakes in Armenia in 1988, international search and rescue teams established the INSARAG, International Search and Rescue Advisory Group in 1991, now comprising 80 nations. The group has developed the INSARAG guidelines, aiming at developing a common approach and methodology for Urban Search and Rescue (USAR). The INSARAG guidelines have been endorsed by the dedicated United Nations General Assembly on 16 December 2002.

5. They can provide advice and assistance on the use of civil resources as well as other technical matters falling within the areas of expertise of the SCEPC PB&Cs. Civil Experts' advice would typically consist of oral or written assessments and recommendations<sup>6</sup>. A Catalogue of Civil Experts available is at the reference EAPC(SCEPC)D(2008)0003.

#### **Advisory Support Team (AST)**

6. The AST is designed to assist national authorities (or international organisations) in the preparation of a response to natural and technological disasters, in particular CBRN incidents. The AST can offer the necessary expertise to nations, at their request, to help improve their preparedness plans and response systems.

7. The main purpose of these teams is to provide expert advice to the requesting nation in assessing and further developing its national level of emergency preparedness, response and recovery capabilities at strategic and operational level. However, AST is not deployed to provide consequence management in the aftermath of an event<sup>7</sup>.

#### **Rapid Reaction Team (RRT)**

8. A RRT is capable of providing a rapid evaluation of civil needs and civil capabilities to support a specific Council-approved operation or other emergency situation within the functional areas covered by the Planning Boards and Committees (PB&Cs) including Consequence Management.

9. RRT functions include assessing the situation; providing advice and support to the requesting nation, NATO Military Authorities (NMAs) or other international organisations; and providing ongoing situation reports to the SCEPC until such a time as its support is no longer needed.

10. In the case of an emergency situation, the RRT is activated and deployed in close coordination with the stricken nation and, as appropriate, with the United Nations' Office for the Coordination of Humanitarian Affairs (UN OCHA) which retains the primary role in the coordination of international disaster relief operations<sup>8</sup>.

#### **Euro-Atlantic Disaster Response Coordination Centre (EADRCC)**

11. The EADRCC was established as a partnership tool of NATO Civil Emergency Planning, and is NATO's principal civil crisis response mechanism. The Centre stands ready, all year round, on a 24 hour basis to respond to civil emergency situations in the

---

<sup>6</sup> EAPC(SCEPC)D(2003)0013-REV2 Annex 4

<sup>7</sup> EAPC(SCEPC)D(2008)0002

<sup>8</sup> EAPC(SCEPC)WP(2006)0010-REV3, Appendix 1 Annex 1

Euro-Atlantic area, and to function as a clearing-house mechanism for the coordination of requests and offers of assistance.

12. The EADRCC is a 'one-stop-shop' for consequence management activities in cases of natural and technological disasters as well as in the event of a major chemical, biological, radiological, nuclear (CBRN) incident in the Euro-Atlantic Partnership Council (EAPC) area. The coordination activities involve close cooperation with NMAs and UN OCHA. Mediterranean Dialogue (MD) and Istanbul Cooperation Initiative (ICI) countries can request assistance through the EADRCC and in 2007, SCEPC widened the mandate to all areas where NATO is involved militarily.

#### **NATO Framework for Military Participation**

13. The framework for the use of Alliance Command and Force Structure military assets and capabilities in support of humanitarian operations is described in MC343/1 on NATO military assistance to international disaster relief operations. Such military assistance will only be provided on request by the stricken nation or by an appropriate international organization upon decision of the (North Atlantic Council) NAC after consultation with the Military Committee MC<sup>9</sup>.

14. The use of military assets in response to humanitarian situations should, as appropriate, be in line with the Guidelines on the Use of Military and Civilian Defence Assets in complex emergencies and the Oslo Guidelines on the Use of Civil Defence Assets in International Disaster Relief<sup>10</sup>. This is done in particular to safeguard compliance with the humanitarian principles of neutrality, humanity and impartiality.

### **III. Considerations for the Preparatory Phase of Disaster Response**

#### **Organisational Planning**

15. Based on lessons learned following Hurricane Katrina<sup>11</sup> it is important that nations formulate a comprehensive plan for the management of international assistance in the event that such a request is made. This plan should cover: which Ministries and Agencies are responsible for what aspects in the receipt of international assistance; how international assistance will be incorporated into the national disaster response effort; and whether there is an organisation or agency that will specifically coordinate the various activities of international actors.

---

<sup>9</sup> SG(2008)0611 Political Framework for NATO's Participation in Humanitarian Operations

<sup>10</sup> Guidelines on the Use of Foreign Military and Civil Defence Assets (MCDA) in Disaster Relief- The Oslo Guidelines (Revision 1.1 November 2007)

<sup>11</sup> Presented at SCEPC Plenary, NATO HQ Brussels 11 May 2006

**Temporary Domestic Legal Status**

16. Nations should consider the following arrangements concerning financial liability issues with regard to international disaster relief personnel<sup>12</sup>:

16.1. Little legal provision exists in the international realm for the status of international disaster relief personnel. Legal studies should be conducted into the matter, preferably in cooperation with other international organisations, to avoid duplication of effort.

16.2. Nations should be prepared to ensure that assisting countries and relevant international organisations are provided temporary authorization to legally operate on their territory so as to enjoy the rights, inter alia, to open bank accounts, enter into contracts and leases, acquire and dispose of property and instigate legal proceedings, for the purpose of providing disaster assistance.

16.3. Both the requesting nation and providing nations and/or international organisations should agree on waiving any claim for compensation in the event of damage done to property<sup>13</sup> by a member of an international disaster relief team during the provision of international assistance.

17. Above arrangements should not be valid in the event that damage was caused wilfully or by way of gross negligence and this should be established by a Court of the requesting nation.

**Border Crossing**

18. Nations are encouraged to sign and implement the Memorandum of Understanding on the Facilitation of Vital Cross-Border Transport<sup>14</sup>.

19. In order to facilitate the nature and quality of assistance provided, the requesting nation should already be aware of national laws and constraints, etc. relevant to the entry of international relief personnel, goods and equipment so that they can then be communicated to other nations in the event of an international request for assistance.

**Finance**

20. In general, the costs of international disaster relief assistance should lie where they fall. If the requesting nation is able and willing to pay for the assistance received and/or the assisting nation cannot donate its assistance, the cost should be clearly stated from the outset and be proportionate, in compliance with international standards and prices.

---

<sup>12</sup> Language based on regional MoU between Romania and Hungary

<sup>13</sup> Including damage caused to the environment during the disaster relief operation.

<sup>14</sup> EAPC(C)D(2006)0031 Memorandum of Understanding on the Facilitation of Vital Cross-Border Transport

### **Telecommunications**

21. The Tampere Convention establishes procedures for the request, provision and conditioning, payment of reimbursement, and termination of telecommunication assistance. These can be useful guidelines for the provision of this kind of international disaster relief assistance when mitigating the effects of a natural disaster.

22. It is important that the international assistance operation should be granted the right to unrestricted communication by radio (including satellite, mobile and hand held radio), telephone, telegraph, facsimile or any other means, and of establishing the necessary facilities to maintain communications with and within the locations of the international assistance operation, including the provision of radio frequencies upon entry by the requesting nation to the assisting nations/international organisations.

### **Military and Security**

23. Should foreign military capabilities be requested, nations should have in place procedures covering: terms and conditions of deployment, whether the military may be armed or not, use of national uniforms and mechanisms for cooperation with civil actors of the requesting nation.

24. Assisting nations should ensure that any military or security-focused relief teams guard against public confusion as to the distinction between their roles and those of humanitarian organisations. Pursuant to the Oslo Guidelines, military or security-focused teams should generally avoid providing direct (i.e. face-to-face) assistance to affected persons and instead focus on indirect or infrastructure support.

### **Press and Media Policy**

25. Based on the Budapest Guidelines II<sup>15</sup>, the requesting nations should make use of the media to communicate with the public in coordination with the international relief personnel. The teams provided by assisting nations should coordinate all their media-related actions with the Local Emergency Management Authority (LEMA). All NATO statements on behalf of NATO may only be made by NATO itself.

## **IV. Considerations during the Disaster Response Phase**

### **Assessment and Request**

26. The requesting nation should make a rapid assessment to determine whether international assistance is required in light of the needs created by the disaster and domestic capabilities for response.

27. Consideration should be given to the involvement of international actors in the assessment process. If the nation is unable to conduct an assessment there are various international agencies able to assist including United Nations Disaster Assessment and

---

<sup>15</sup> A Practical Guide to Public Information during a Crisis (Budapest Guidelines II), Civil Protection Committee Ad Hoc Group on Public Information Policy (2006).

Coordination (UNDAC) with its focus on natural disasters, and NATO's RRT teams and civil experts, as well as teams from other international organisations. If required, a formal request for assessment teams and/or assistance should be issued<sup>16</sup>.

#### **Equipment and Goods/ Transport related Issues**

28. In accordance with the IDRL Guidelines, all actors involved, i.e. the requesting nation, the originating nations, as well as transit nations should:

28.1. Exempt goods and equipment requested by the stricken/requesting nation that are necessary for the disaster relief and initial recovery after the incident from all custom duties, taxes, tariffs or any governmental fees;

28.2. Exempt them from all export, transit and import restrictions;

28.3. Simplify and minimize documentation requirements for export, transit and import;

28.4. Permit the re-exportation of the goods and equipments used, in the event that the assisting nations wish to retain what they originally own;

28.5. Waive or reduce inspection requirements. Where this is difficult, utilise pre-clearance processes where possible to clear relief goods and equipment more rapidly;

28.6. Arrange for inspection and release outside business hours and/or at a place outside the customs office, to avoid unnecessary delay.

#### **Personnel**

29. The stricken/requesting nation should provide for the time necessary to carry out the disaster relief assistance:

29.1. All necessary visa and work permits to the assisting personnel, renewable within its territory for as long as needed;

29.2. Recognize temporarily the relevant professional qualifications of assisting experts, such as medical personnel, architects, engineers;

29.3. Recognize temporarily all necessary certificates and qualifications needed for the conduct of their work, such as driver's licenses.

#### **Quality of Assistance**

30. Assisting nations/international organisations should ensure that the assistance they provide meets international quality standards, including the INSARAG Guidelines and the Sphere Minimum Standards<sup>17</sup>. Assistance should be provided by competent and

<sup>16</sup> See EADRCC Urgent Disaster Assistance Request, Annex 3

<sup>17</sup> Humanitarian Charter and Minimum Standards in Disaster Response Handbook, The Sphere Project (2004), Steering Committee for Humanitarian Response (SCHR) and InterAction with VOICE and ICVA.



trained staff, on the basis of needs, without discrimination. Care should be taken not to undermine the role or capacities of domestic responders.

31. Stricken nations should ensure that approved humanitarian organisations are provided access to communities requiring assistance.

#### **Base of Operations Requirements**

32. The INSARAG guidelines have outlined the needs, requirements and demands for a base camp<sup>18</sup>. Nations are advised to use the guidelines and methodology in their preparedness phase, taking into account the base operation requirements, such as access to water, electrical power and sewerage; access for cars and trucks; closeness to the disaster site; area with 4000m<sup>2</sup> – dry, flat, demarcation and overlooking/survey possibilities. The requirements are further divided into security, catering and social contact, hygiene, sleep/rest and recreation, working places, parking lot and storage area.

33. With reference to the INSARAG guidelines, the requesting nation should take appropriate measures to address the safety and security of personnel of the assisting nations/international organisations and of the locations, facilities, means of transport, equipment and goods used in connection with the international assistance provided by them.

---

<sup>18</sup> INSARAG Guidelines Version May 2007. F8.6 Base of Operations Requirements. Page 62-63.

**Checklist for the Request, Reception and Provision Of International Assistance**

**The Request**

Checklist for the Requesting Nation	Considerations for the Assisting Nation
<p>1. <b>Assessment of need:</b> Assessment of the situation determining whether international assistance is required, and what form this assistance must take.</p> <ul style="list-style-type: none"> <li>• Consideration should be given to involving international actors in the relief operation.</li> </ul>	
<p>2. <b>Request:</b> The requesting nation should make a formal request for international assistance consisting of the following aspects<sup>19</sup>.</p> <p>2.1 <b>Description of the emergency</b>, as detailed as possible, based on the information available to the national authorities including date, type and nature of disaster, extent of damage, location;</p> <p>2.2 <b>Types of assistance needed</b>, such as expertise, services, manpower, equipment, goods;</p> <p>2.3 <b>Limitations and considerations;</b> For example:</p> <ul style="list-style-type: none"> <li>• types of assistance that cannot be accepted,</li> <li>• what resources are already engaged by the stricken nation,</li> <li>• information about certain national laws and constraints etc. relevant to the entry of international relief personnel, goods and equipment.</li> </ul> <p>2.4 <b>Point of Contact</b> in the stricken nation, the name of the responsible authority, contact details and operating hours (possibly extended to 24/7)</p> <p>2.5 <b>Points of Entry</b> in the stricken nation (i.e. airport, seaport, road border crossing), and if different the point of delivery of the international assistance;</p> <p>Statement whether there will be a <b>Reception and Departure Centre (RDC)</b> established for foreign teams, and its location;</p> <p>2.6 <b>Dissemination:</b> Statement as to which international/regional organisations and nations this request has been forwarded, what mechanisms are involved and whether the EADRCC the main clearing house.</p>	<p><b>Request:</b> International assistance should only be provided with the consent of the stricken nation and on the basis of a formal request.</p> <p><b>Types:</b> The assisting nation should be clear about what they are able to provide, at what point in time and for how long.</p> <p><b>Limitations and Considerations</b> should be strongly taken into account when preparing the provision of assistance to the requesting nation. Is disaster assistance provided on the basis of need and without discrimination?          Are international quality standards (such as the INSARAG Guidelines and Sphere Standards) observed?</p> <p><b>Point of Contact:</b> be it strategic and/or operational should be known before dispatching assistance.</p> <p><b>Points of Entry:</b> Establish knowledge of the exact destination and how to get there.          Ensure arrangements with transit nations have been made as required.          The RDC is set up by the United Nations Disaster Assessment and Coordination (UNDAC) team or the first arriving international team.</p> <p><b>Dissemination:</b> If the EADRCC is used by the requesting nation as main clearing house, keep the EADRCC informed of any relevant developments.</p>

<sup>19</sup> See EADRCC Urgent Disaster Assistance Request, Annex 2 Appendix 1

NATO/EAPC UNCLASSIFIED  
RELEASABLE TO PUBLIC

ANNEX 2  
EAPC(SCEPC)N(2009)0016, MULTI REF

<b>Checklist for the Requesting Nation</b>	<b>Considerations for the Assisting Nation</b>
2.7 <b>Finance:</b> Specification if the requesting assistance has to be a donation or can be a paid service.	<b>Finance:</b> If the provided assistance cannot be donated to the requesting nation, the assisting nation should be clear about this from the outset.
3. In the case of a request for military assistance, or in the event where the type of assistance offered by the assisting nation will be delivered by the military, the requesting nation should specify and then agree upon with the assisting nations, the following aspects: <ul style="list-style-type: none"><li>• Terms and conditions of the deployment,</li><li>• Duration of the deployment,</li><li>• Whether the military may be armed or not,</li><li>• The use of their national uniforms,</li><li>• Mechanisms for cooperation with the civil actors in the requesting nation;</li></ul>	The specific consent of the receiving nation should be sought before providing assistance through military channels. Are appropriate safeguards in place to avoid any confusion of identities between military and/or security-focused responses and humanitarian organisations?

The Reception

Checklist for the Requesting Nation	Checklist for the Assisting Nation
<p>1. <b>Entry:</b> Are the necessary conditions in place to allow the requested goods and equipment, as well as relief personnel/ international teams into the country?</p> <ul style="list-style-type: none"> <li>• <b>Border Police/Immigration:</b> Awareness of the special status of incoming disaster relief personnel; Shortcutting visa procedures; Visa and work permit waivers when necessary for entire period relief is being provided;</li> <li>• <b>Airport Authorities:</b> Mechanisms in place to ensure rapid grant of landing and overflight permission for relief flights?</li> <li>• <b>Customs:</b> Awareness of the special status of incoming disaster relief goods, equipment, medical products, animals (i.e. search dogs), hazardous materials, and their means of transport;</li> <li>• <b>Road Authorities/Police:</b> Awareness of the special status of the incoming assistance goods, equipment and personnel; Waiver of taxation (i.e. road tax, toll); Provision of escort, security, clearing of the roads.</li> </ul>	<p><b>Entry:</b></p> <ul style="list-style-type: none"> <li>• Check on any bilateral/regional agreements with the stricken and transit nations and or the status of the MoU of Vital Cross Border Transport;</li> <li>• <b>Border:</b> Provide requesting nation with all necessary information to ensure rapid visa processing; It is advisable to have proof of tasking to identify personnel;</li> <li>• <b>Customs:</b> Ensure correct labelling of provided goods/equipment and transparency of their origin; Ensure correct declaration of any communication equipment; Ensure there is an accurate inventory of equipment going to the stricken nation;</li> <li>• <b>Road Authorities/Police:</b> Ensure that the vehicles used in the international disaster relief assistance are recognised as part of the relief effort, in coordination with the national authorities of the requesting nation.</li> </ul>
<p>2. <b>Communication:</b> Are the necessary conditions for telecommunication in place? Can the international teams receive the necessary access to frequencies, bandwidth and satellite use?</p>	<p><b>Communication:</b> Are the necessary procedures in place to coordinate any press and media policy or related actions with the national authorities of the requesting nation?</p>
<p>3. <b>Command and Control:</b> Has the LEMA and OSOCC command and control structure been established? Have liaison officers been appointed to cooperate with the incoming international teams?</p>	<p><b>Command and Control:</b> Has a Point of Contact with the national authorities been established? Has a LEMA and OSOCC command and control structure been established? Will a liaison officer be nominated to facilitate communication with local authorities?</p>
<p>4. <b>Coordination:</b> Are other relevant Ministries involved in the reception procedures? Telecommunication-, Transport-, Health- and Police-Services are among the most important to involve.</p>	<p><b>Coordination:</b> Are coordination structures in place with the UN, Red Cross Actors (including the National Society in the stricken nation) NGOs and community organisations and services.</p>
<p>5. <b>Security:</b> Can the security of the international teams be guaranteed? Are the appropriate means in place to keep personnel, locations, goods and equipment related to the international assistance, safe?</p>	<p><b>Security:</b> Is the requesting nation able to ensure the security of the personnel, locations, goods and equipment of the international disaster relief operation? If not, are the necessary provisions in place to ensure safety?          Is there an agreed position on liability of relief personnel?</p>

Checklist for the Requesting Nation	Checklist for the Assisting Nation
<p>6. <b>Operations Area:</b> Is a base camp required for the relief personnel? If so, are there adequate provisions for accommodation, food, water, hygiene facilities, storage, electricity and communication technology, transport etc<sup>20</sup>;</p> <ul style="list-style-type: none"><li>• Do assisting teams have the authorisation to hire local staff and use local services;</li><li>• Has the impact of international assistance on local resources and infrastructure been considered, for example increased traffic on roads, electricity demand etc?</li><li>• Is access provided for approved humanitarian organizations to reach stricken communities?</li></ul>	<p><b>Operations Area:</b> Are assisting relief personnel aware of the nature of the task force area: what is provided for them and what still needs to be procured;</p> <p>Is it possible to hire staff locally and make use of other local services whilst in the stricken nation and in an assisting capacity?</p>
<p>7. <b>Extended Hours:</b> Can the working hours of state-operated offices and services, essential to the timely and proper delivery and conduct of the international assistance, be extended to outside of normal office hours?</p>	
<p>8. <b>Language:</b> Have possible language barriers been taken into consideration? Have the assisting nations been informed about the languages that can be used?</p>	<p><b>Language:</b> Have possible language barriers been taken into consideration?</p>

<sup>20</sup> See INSARAG Guidelines and Methodology. United Nations Office for the Coordination of Humanitarian Affairs. May 2007

NATO/EAPC UNCLASSIFIED  
RELEASABLE TO PUBLIC

APPENDIX 1  
ANNEX 2

EAPC(SCEPC)N(2009)0016, MULTI REF

**DISASTER ASSISTANCE REQUEST**

To: EADRCC  
Fax: +32-2-707.2677 Number of Pages [ ]  
Date/Time (DTG) [Date and Time of the Message in GMT]  
Subject Request for Assistance to: [Name of stricken EAPC Country]  
From Name : [Name of the Point of Contact]  
Organization: [Organization Point of Contact]  
Phone: [Phone number Point of Contact]  
Fax: [Fax number Point of Contact]  
Operating Hours: [Operating Hours of the Point of Contact]

1. [Type of the Disaster]  
[Date and time the Disaster occurred in GMT]  
[Location of the Disaster (also provide coordinates in Longitude and Latitude)]  
[Size of the area affected]  
[Estimated number of persons affected]  
[Others affected (structures, crops, animals, etc.)]
2. [Initial assessment of the damage and description of the situation]
3. [prognosis for the coming 24, 48 and 72 hours]
4. [Indicate own resources available for disaster response]
5. Assistance required in order listed (1 being highest priority)
  - 5.1 [Description] [Effective date] [Quantity]
  - 5.2 [Description] [Effective date] [Quantity]
  - 5.3 [Description] [Effective date] [Quantity]
  - 5.4 [Description] [Effective date] [Quantity]Etc.
6. [Point of Entry]
7. [Point of Delivery]
8. Services of experts (indicate speciality and for how long)
  - 8.1 [Type of speciality] [For how long]
  - 8.2 [Type of speciality] [For how long]
  - 8.3 [Type of speciality] [For how long]
  - 8.4 [Type of speciality] [For how long]Etc.
9. [Any other relevant information that will assist in expediting the request]
10. Operational Point of Contact in the affected area  
Name : [Name of the Operational Point of Contact]  
Organization: [Organization Operational Point of Contact]  
Phone: [Phone number Operational Point of Contact]  
Fax: [Fax number Operational Point of Contact]  
E-mail: [E-mail address of the Operational Point of Contact]  
Operating Hours: [Operating Hours of the Operational Point of Contact]

NATO/EAPC UNCLASSIFIED  
RELEASABLE TO PUBLIC

## Definitions and Features of International Disaster Response

### **Consequence Management:**

Reactive measures used to mitigate the destructive effects of attacks, incidents and natural disasters.<sup>21</sup>

### **Disaster:**

A serious disruption of the functioning of a community or a society involving widespread human, material, economic and environmental losses and impacts which exceeds the ability of the affected community or society to cope using its own resources<sup>22</sup>.

### **International Assistance (International Disaster Relief Assistance):**

In the context of this checklist and in accordance with the Oslo Guidelines and Memorandum of Understanding, international assistance refers to material, personnel and services/expertise to cope with the consequences of a disaster sent from or through the territory of a state, to a stricken nation in order to assist in the national disaster response.

### **International Organisations:**

Both, governmental and non-governmental, Red Cross/Red Crescent, multi-national and/or regional organisations.

### **LEMA:**

The Local Emergency Management Authority, a generic name used in UN disaster relief terminology to describe a designated emergency operation agency, in the civil authorities of the stricken nation. The LEMA is the ultimate responsible authority for the overall command, coordination and management of the response operation. LEMA can refer to national, regional and local authorities, or combinations thereof, which are collectively responsible for the disaster relief operation. As agreed in the EAPC Policy on 'Enhanced Practical Cooperation in the Field of International Disaster Relief'<sup>23</sup> national teams will remain under national control while deployed to the stricken nation, but the operational direction of the team will be with the LEMA.

### **National Point of Contact:**

The National Point of Contact is designated/ established in both the stricken and assisting nation by the responsible national authority to send and to receive requests for international assistance, to exchange information and to liaise between the LEMA and the international community, assisting nations/international organisations.

---

<sup>21</sup> Annex A of MC 472

<sup>22</sup> UN ISDR Terminology on Disaster Risk Reduction (2009)

<sup>23</sup> EAPC(C)D(98)10(revised)

**On-Site Command Post:**

A command post deployed by the LEMA, to direct, command, coordinate and manage the relief operation on the site of the disaster.

**OSOCC:**

The On Site Operations Coordination Centre can be deployed by UN OCHA in case of a major disaster. The main purpose of the OSOCC is to assist local government authorities, i.e. the LEMA, in coordinating international assistance.

**Reception and Departure Centre:**

The RDC is an extension of the OSOCC and is established at point of entry into a stricken nation. The primary responsibility is the facilitation of arrivals and departures of international relief personnel.

**Relief Personnel:**

'Relief Personnel' constitutes those individuals, groups of civilian individuals, teams and constituted units executing disaster response activities<sup>24</sup>.

**Requests for Assistance:**

An official application for assistance in any agreed written form of communication issued by the responsible authority of the stricken nation and addressed internationally.

**UNDAC:**

The United Nations Disaster Assessment and Coordination (UNDAC) system is designed to assist the UN in meeting international needs for early and qualified information during the first phase of a sudden-onset emergency and in the coordination of incoming international relief at national level and/or at the site of the emergency. It is designed to deploy staff and experts at very short notice (12-24 hours) anywhere in the world.

---

<sup>24</sup> Annex 1, EAPC(SCEPC)WP(2005)0006



### **Bibliography**

#### **NATO Documents:**

1. AC/98-D(2006)0001 Final Report on Lessons Learned from NATO's Pakistan Earthquake Relief Operation and Assistance to the U.S. following Hurricane Katrina
2. EAPC(SCEPC)N(2001)5 Standard Operating Procedures for the Euro-Atlantic Disaster Response Coordination Centre
3. EAPC(SCEPC)N(2005)0004 Checklist to guide nations in receiving international assistance
4. EAPC(SCEPC)WP(2005)0008-REV3 Discussion on Military Support to Civilian Disaster Response
5. MC334/2 NATO Principles and Policies on Host Nation Support
6. MC343/1 NATO military assistance to international disaster relief operations (IDRO)
7. EAPC(SCEPC)WP(2005)006 Model Framework Agreement
8. EAPC(SCEPC)N(2006)0041 Stock Taking Report
9. EAPC(C)D(2006)0031 Memorandum of Understanding – Facilitation of Vital Cross Border Transport
10. EAPC(SCEPC)N(2007)0021 Contact Arrangements
11. EAPC(SCEPC)D(2006)0001 Rapid Response Team Concept
12. EAPC(SCEPC)D(2008)0003 Catalogue of Civil Experts
13. EAPC(SCEPC)D(2008)0006 Report on Exercise "UUSIMA 2008"
14. SG(2008)0611 (INV) Political framework for NATO's participation in humanitarian operations
15. "A Practical Guide to Public Information during a crisis" (Budapest Guidelines II), Civil Protection Committee Ad Hoc Group on Public Information Policy (2006)

#### **Documents of other International Organisations:**

16. Guidelines for the Domestic Facilitation and Regulation of International Disaster Relief and Initial Recovery Assistance, International Federation of Red Cross and Red Crescent Societies (IFRC).
17. Law and Legal Issues in International Response: a desk study. By the International Federation of Red Cross and Red Crescent Societies (IFRC).

**NATO/EAPC UNCLASSIFIED  
RELEASABLE TO PUBLIC**

**APPENDIX 3  
ANNEX 2**

**EAPC(SCEPC)N(2009)0016, MULTI REF**

18. **Terms of Reference: Analysis of law in the European Union pertaining to cross-border disaster relief, International Federation of Red Cross and Red Crescent Societies (IFRC), 2008**
19. **The Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief, International Federation of Red Cross and Red Crescent Societies and the International Committee of the Red Cross, 1994**
20. **Guidelines on the Use of Foreign Military and Civil Defence Assets (MCDA) in Disaster Relief- The Oslo Guidelines (Revision 1.1 November 2007)**
21. **Convention on the Privileges and Immunities of the United Nations. Adopted by the General Assembly of the United Nations on 13 February 1946.**
22. **The Convention on the Safety of UN and Associated Personnel**
23. **INSARAG Guidelines and Methodology. United Nations Office for the Coordination of Humanitarian Affairs. May 2007**
24. **OSOCC Guidelines. United Nations Office for the Coordination of Humanitarian Affairs**
25. **Model Agreement on Customs Facilitation in Humanitarian Assistance. Approved by the Permanent Technical Committee of the World Customs Organization at its 157-158<sup>th</sup> sessions in April 1996.**
26. **Strengthening International Governance Systems to Respond to Environmental Emergencies; A Review of Instruments, Institutions and Practice, Joint UNEP/OCHA Environment Unit, 2008**
27. **UN ISDR Terminology on Disaster Risk Reduction (2009)**

**National Documents:**

28. **Agreement between the Government of Romania and the Government of the Republic of Hungary on co-operation and mutual assistance in the event of disasters.**
29. **US Lessons Learned on Receiving International Assistance Following Hurricane Katrina. SCEPC Plenary. May 2006**

**Other Documents:**

30. **The Impact of Hurricane Katrina's Crisis Management on Transatlantic Relations. Dr Sarah Ulrich. Texas A&M University. February 2007**

**NATO/EAPC UNCLASSIFIED  
RELEASABLE TO PUBLIC**