



## **GUIDELINES FOR PPRD EAST EXCHANGE OF EXPERTS PROGRAMME**

This document provides information on the objectives, types and implementation process of the PPRD East “exchange of experts” programme in the area of prevention, preparedness and response to natural and man-made disasters.

### **1. BACKGROUND**

Losses caused by natural and man-made disasters can affect the efforts for sustainable development especially when prevention and preparedness capacities are not adequate. Risks of disasters can be reduced and impacts can be limited by addressing the causes of vulnerability and increasing the capacities of the people to cope. Improving the resilience to disasters, though, requires reinforced capacities on how to manage risks and ensure the effective protection of people, infrastructures and the natural environment in case of major disasters. In such cases, similar experience of other countries might be of outstanding value and its research might prove to be the most cost-effective way of improving own capacities.

### **2. DESCRIPTION**

#### 2.1 Introduction

Within the overall objective of contributing to reinforce the quality of Civil Protection services in the Eastern Partnership region, the PPRD East has a mandate to foster cooperation in the broad area of prevention, preparedness and response to natural and man-made disasters and to contribute to enhance the capacities in this area in all Programme Partner Countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine).

For the most effective use of the available resources, the envisaged cooperation should take place between the EU Member States and the Partner Countries and among the Partner Countries themselves.

This cooperation, in particular, shall contribute to:

- Reinforced mutual knowledge of national systems of Civil Protection;
- Improved knowledge of the instruments, methodologies and techniques that are adopted to prevent, prepare and respond to disasters at the levels of both EU Member States and the Partner Countries;
- Enabling the Partner Countries to reinforce, design and implement potentially more efficient policies and initiatives towards disaster risk reduction, in particular in the area of prevention and preparedness to cope with impacts resulting from disasters.



This cooperation is **demand-driven**, meaning that the Partner Countries are encouraged to request targeted exchange of experts to be facilitated by the PPRD East and provided both by the EU Member States and the other Partner Countries.

## 2.2 Tentative topics of exchange of experts

The exchange of experts in the area of disaster risk reduction, prevention, preparedness and response to natural and man-made disasters may cover, but is not limited to:

- Emergency management, in particular emergency planning and operations management;
- Emergency prevention;
- Early warning systems;
- Simulation exercises;
- Data collection and Geographical Information Systems for Civil Protection;
- Risk assessment;
- Impact studies;
- Policy analysis, including static and dynamic modelling and evaluation tools (i.e.: benefit-cost analysis, social impact analysis, etc.);
- Research and development in the field of civil protection and disaster management;
- Documenting, analysing and disseminating best practices and lessons learned;
- Functioning of the EU Civil Protection Mechanism, procedures of requesting EU Civil Protection assistance, possibilities of cooperation with the Mechanism;
- Institutional adjustments in line with the Hyogo Framework for Action 2005-2015 Priority 1 “Make Disaster Risk Reduction a Priority” (e.g.: creation of National Platform);
- Strategies for disaster risk reduction at the national level (including land use planning);
- Monitoring, information generation and dissemination;
- Training, education and public awareness in the field of civil protection and disaster management.

All Partner Countries are encouraged to propose further topics and issues for the exchange of experts in the area of prevention, preparedness and response to disasters, based on their interest and main capacity development challenges and needs.

## 2.3 Types of exchange of experts

The PPRD East promotes and facilitates the following two types of exchange of experts:

- **Invitation of experts:** the PPRD East will facilitate selection of qualified experts who will travel to the Partner Country/Countries providing advice on a topic which the requesting Partner Country/Countries has/have identified to be of particular need;



- **Experts' missions:** the representatives from the Partner Country/Countries requesting expertise in a subject of particular need will travel to a selected EU Member State or Partner Country in order to learn first-hand about an issue of interest/concern or to receive specific expert advice. The mission should be tailored to the specific needs of the Partner Country/Countries requesting such expertise.

## 2.4 Methodology of the exchange of experts

### *Identifying opportunities for the exchange of experts*

The PPRD East encourages all Partner Countries to submit requests for the exchange of experts in the area of prevention, preparedness and response to natural and manmade disasters. The Partner Countries may identify opportunities for the exchange of experts through various means including, but not limited to, attending the PPRD East workshops and other events and consulting the PPRD East web-portal ([www.euroeastcp.eu](http://www.euroeastcp.eu)).

The PPRD East Steering Committee and National Programme Coordinators meetings are the forums to disseminate, discuss and promote the opportunities of exchange of experts to the benefit of the Partner Countries.

### *Requests for the exchange of experts*

The requests for the exchange of experts should include the following information:

- Brief description of the Partner Country's institution(s) that will benefit from the exchange of experts;
- The key topics or issues of particular interest for the Partner Countries;
- The overall objective of the requested exchange of experts (the broad development impact to which the requested exchange of experts) is expected to contribute;
- The indication of how the interested Partner Countries/organisations expect that these key topics or issues shall be addressed in their further development;
- Number of persons, intending to participate (visiting or invited), their functions
- The proposed time-span for the exchange of experts;
- Country/organization, which expertise is sought for (if known or preferred)

In order to facilitate the submission of requests for exchange of experts the PPRD East encourages the use of the request form available on its web-portal ([www.euroeastcp.eu](http://www.euroeastcp.eu)).

Duly filled request form should be sent to the PPRD Communication Expert ([vkuznietsov@eptisa.com](mailto:vkuznietsov@eptisa.com)) and copied to the [National Programme Coordinator](#) of the respective Partner Country.

### *Processing of requests*

The PPRD East will analyze and further discuss the requests for the exchange of experts on "first come – first served" basis with the interested Partner Country/Countries. The PPRD East will provide guidance and assistance to the interested Partner Countries with drafting



the Terms of Reference for the requested exchange of experts to be submitted for EC approval.

In case of invitation of experts, the PPRD East will identify short-term experts with relevant professional expertise. The proposed short-term experts may be from an EU Member State as well as from one of the Partner Countries and will be selected upon prior approval by the EC and in agreement with the Partner Country/Countries that requested the exchange of experts.

In case of experts' missions, the PPRD East will arrange a mission by selected representatives from the requesting Partner Country/Countries to a selected EU Member State or PPRD East Partner Country in line with the adopted Terms of Reference.

### 2.5 Important considerations

- The length of exchange of experts missions may vary and is to be assessed depending on the time required for each case. Five working days is the usual maximum, extensions may be considered if duly justified;
- In case of experts' missions, the maximum number of participants attending the mission is to be assessed for each case, however to facilitate the logistics of the host country it is generally recommended to propose maximum of 4 experts per visit;
- The representatives from the Partner Countries taking part in an experts' mission should be proficient in English or the language used for communication in the respective host country, so that good communication is ensured. In exceptional cases, an interpreter may be offered by the host country. PPRD East does not provide interpretation for the experts' missions;
- Given the regional approach of the PPRD East Programme and the limited budget available, multi-country initiatives or those with a regional added-value will be favoured;
- The requests for exchange of experts will be assessed and selected by the PPRD East, in cooperation with the EC, according to the number of requests actually submitted by the interested Partner Countries, the overall budget available and the need to ensure that this facility is fairly distributed and utilized in the Eastern Partnership region;
- Travel, accommodation and meals expenses of participants in the exchange of experts missions are covered by the PPRD East upon prior approval by the EC of the Terms of Reference for the requested exchange;
- The host countries are encouraged to offer in-kind contributions to the implementation of the experts' missions (such as lodging for Partner Countries' representatives, local transportation services, etc.);
- The PPRD East can only support the provision of expert advisory services to the interested Partner Countries. The Programme budget can't be used for the purchase of goods and/or technical equipment.

### 2.6 Follow-up and evaluation



Follow-up and evaluation from both invited experts and the Partner Countries' experts having been on the exchange mission are significant for assessing the value and impact of this facility to participants, further increasing of quality of services to be rendered in the future and ensuring that the exchange of experts is structured according to the identified needs.

#### *Final Report*

The PPRD East requests that the Partner Countries' institutions having participated in the exchange of experts (both in case of invitation of a short-term expert or an experts' mission) prepare a final report within 30 days after the exchange of experts is completed.

This report has to describe the activities undertaken, the lessons learned, the achieved results, the main constraints faced and the next steps to be taken.

A report format report will be made available by the PPRD East team including an evaluation form aimed to assess the overall arrangement and contents of the exchange of experts.

The selected short-term experts providing expertise will submit mission reports at the end of their missions, no later than 15 days after the mission is completed.

On the basis of the above documentation, the PPRD East will prepare a respective report to be submitted to the EC (and subsequently disseminated to all the parties concerned).

### **3. REQUESTS FOR THE EXCHANGE OF EXPERTS**

Partner Countries interested in participation of the exchange of experts programme or requiring any further clarifications are invited to contact:

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These guidelines shall be updated as necessary to keep them as user-friendly as possible. All comments and suggestions to the exchange of experts programme may be sent to Mr. Volodymyr Kuznietsov.

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