**Common Standard Operational Procedures for the Union Civil
Protection Mechanism Modules and Teams (UCPM SOPs)**

783255—UCPM SOPs—UCPM-2017-PP-AG

Action 3.1. Reporting of the Expert Workshop

Contents

1. Preface

The standard operating procedures (SOP) of modules and teams play an important role in effective response to disasters. Over the last years, the Union Civil Protection Mechanism has developed in numerous ways. Progress has been made in developing SOPs with the aim of further improving interoperability and coordination of modules and teams. Despite this development, EU Module Exercises and operations have shown a deficiency in the consistency of SOPs. Moreover, the quality of the SOPs within the mechanism varies significantly. This leads to low utilization of SOPs and may lead to ineffectiveness of response missions. All this hinders smooth cooperation between modules and teams.

In international disasters involving a wide array of international teams and experts, the SOPs should be comparable, coordinated and of adequate quality. The goal of the project is to give recommendations to and improve SOPs of modules and teams registered in the UCPM Communication and Information System (CECIS). The project aims at harmonizing the existing SOPs by improving the already existing SOP guidance document, promoting it, and creating a common SOP template that enables the introduction of consistent, relevant and appropriate SOPs for all UCPM modules and teams. The development work is based on a thorough review of the existing SOPs, guidelines and practices, as well as a comprehensive needs analysis. The results of the project and information on the launch of the template will be disseminated within the UCPM in the framework of Modules Working Group, Civil Protection Committee, Civil Protection Forum, and Disaster Management Training Network.

The outcome of the project, a common template that facilitates the writing of SOPs, will lead to coordinated and higher quality SOPs. Consistent SOPs improve cooperation in exercises and missions. The project thus contributes to the improved functioning of the Mechanism and the Union's ability to efficiently respond to future disasters. The project is co-financed by the by the European Commission Civil Protection Financial Instrument.

The tangible output of the project is a generic, international and easily accessible template to guide UCPM modules and teams in writing SOPs. The starting point of the development work was an assessment workshop in Oberwinter, Germany on 11 - 13 June 2018. The work was continued in the Expert Workshop, which took place in Peniche, Portugal on 28 to 30 November 2018.

The workshop was planned jointly by all three project partners, CMC, THW and BVP. BVP was responsible for the practical arrangements in Portugal. The invitation was sent to the National Training Coordinators on 20 September 2018 (see Annex I). The objective set out in the project proposal was 30-40 participants. After some cancellations, the workshop

was attended by 32 experts from 19 Mechanism Countries (see Annex II). The expected outcome was to reach a consensus on current state of SOPs and the needs that will be addressed, as well as on the methods of proceeding towards the subsequent phases of the project.

The workshop built on the results of the Assessment Workshop and consisted of separate working groups. Each project partner was in charge of one theme and of implementation and reporting the respective working groups:
- THW - Preparedness
- BVP - Response
- CMC - Format and Annexes

The three theme reports of the results of the working groups were submitted to the Commission after the workshop. This report consolidates the results of the workshop as a whole. The following descriptions and remarks of the chapters and subchapters of the SOP template are adding to the content already outlined before the workshop.

2. Preparedness

2.1 Chapter: Introduction

The first chapter of the SOP should contain the following key information of the module:
- Sending organization
- Purpose
- Linkage to UCPM and other international organizations (e.g. WHO, INSARAG)

The first chapter should further include the Fact Sheet (annexed), which includes all relevant information about the module. The chapter should be as short as possible as all detailed information will be covered in the following chapters.

Short description
- Purpose of the Module
- Give an overview of the purpose of the Module to which this SOP relates, stating what function it provides, where it can be deployed, for what duration and what is needed to facilitate its deployment.
- State the linkage to the UCPM / voluntary pool and any other organisations, for example WHO or INSARAG.

2.2 Chapter: Personnel

The second chapter should refer to the structure of the module including a short description of the roles / responsibilities. The group discussion has not led to a consensus on the other part of the chapter regarding the individual / team preparation. A new SOP guideline would need to decide on distinguishing between the structure and function description and standards for the individual / team preparations. A module and its personnel take common steps to be prepared for a deployment on a regular basis (e.g. vaccinations), but also have plenty of steps and standards once the personnel has been alerted (e.g. all kinds of lists). The results of the group work further refer to the equipment of the module. Although you could link the individual and team preparations with the equipment, it is arguably a chapter on its own due to its relevance.

Short Description
Team Structure

- This should be represented by a graphical diagram or organigram; for example:
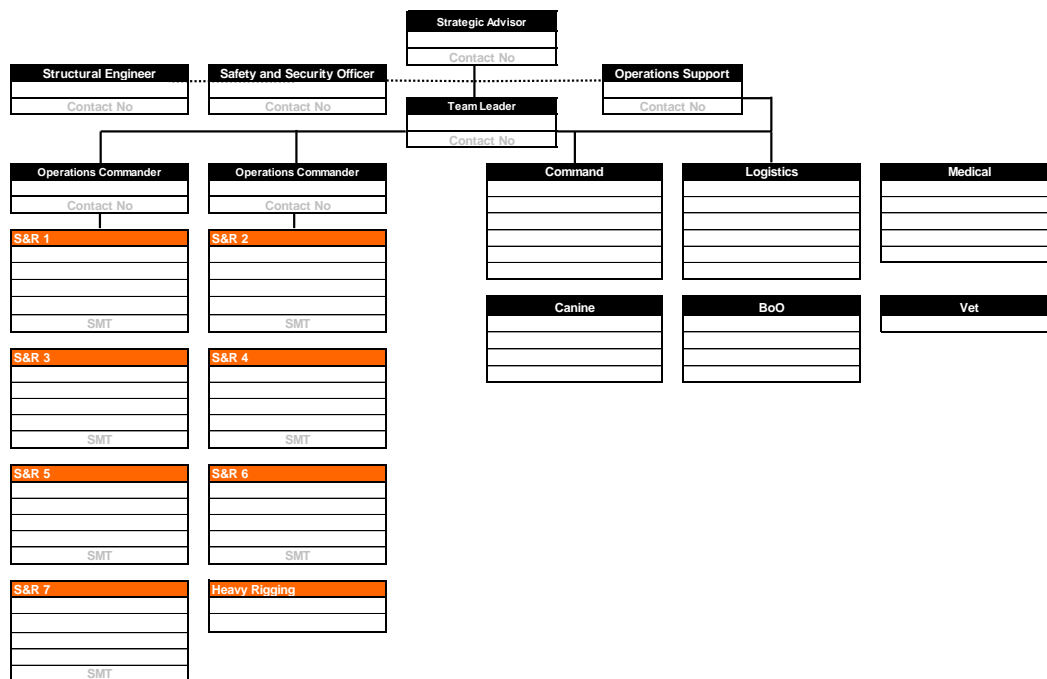
Picture 1. Team Structure organigram

Roles/Responsibilities/Functions

- A brief description of each role – more information on these roles with necessary qualifications and other relevant information would go into an annexe.

Individual/Team Preparation

Individual - In preparation for any deployment the following should be considered:

- Personal equipment
  Each individual issued personal equipment will be responsible for its maintenance and availability if required for use or deployment. A definitive list of this equipment should be included in the annexe. This will differ for each team type and individual personal function.
- Vaccinations / personal medication
  Vaccinations should be maintained to ensure immediate availability of personnel. Individuals should ensure they have sufficient supplies of any require personal medication to last for the duration of a deployment. A list of required vaccinations and drugs to be issued upon deployment should be included in the annexe
- Passport / visas / personal identification with copies.
  All necessary travel documentation must be maintained to ensure immediate availability of personnel. Pre-planning for swift issuing of visas should be considered.
- Health checks
  A continuing programme of health checks should be maintained to ensure availability of personnel.
- Personal situation
  All team members should ensure that their personal situation is prepared for a quick deployment. Consideration for a support mechanism for families of deployed personnel should be considered.
- Insurance / contracts
  Individuals should consider additional insurance where other schemes provided by their country or employers do not provide sufficient cover.
  Where applicable, individuals should ensure all contracts are suitable, correctly completed and agreed before deployment.
- Maintenance of skills/qualifications
  All individuals must maintain the necessary standard of skills and any qualifications to ensure operational competence
- Behaviour / code of conduct
  State compliance with the EU code of conduct (to be in the annexe) and any supplementary standards imposed by the responding country.

Team - In preparation for any deployment the following should be considered:
- Visas / special permissions / transit permissions

Pre-planning to be aware of any visas or permissions that may be required for deployment should be considered to ensure as quick a response as possible.

- Finances

A system should be put in place to ensure that any team deployed has sufficient financial resources during a mission. There should also be a series of templates to record financial activities to allow audit processes. Any templates that the module use for these purposes should be listed in the annexe.

- Insurance

Adequate insurance provision should be in place to cover all activities that the team may undertake during deployment. Records of these policies should be maintained. Access to these documents must be available to all team members. The policy document could be contained in the annexe.

- Personnel manifest / individual team member profiles / vaccination records / passport details / visa records

Team administrators should maintain a private register of all team member's personal records.

- Team fact sheet

The team fact sheet should be ready for distribution. upon mobilisation. This should be in the annexe.

- Communications plan and contact list (embassies, personal, operational, media, other teams, etc)

A comprehensive list of useful contacts should be maintained and available for teams to use prior to and during deployment. Any templates used for this purpose could be in the annexe.

- Information sources (country information, weather, maps, latest situation reports, VOSOCC)

Teams should have identified and be familiar with reliable sources of information that can be accessed prior to deployment to research in preparation for deployment. This list should be held in the annexe.

- Welfare – pre-planned emergency evacuation / medevac / safety / security plans / risk assessments

Templates and previous examples of plans should be maintained and available for use during deployments.

Any templates used for this purpose could be in the annexe.

Resupply arrangements should be in place prior to deployment to allow missions to be extended or supported with additional resources.

- Reporting forms (accident, near miss, hazmat exposure, risk assessments)

Detail the procedure for the recording of reportable incidents. A catalogue of relevant forms that would be used to record certain events should be maintained and available for use during deployment. This list should be held in the annexe.

2.3 Chapter: Equipment

The chapter should summarize all equipment components of the module. The purpose of the chapters has to be made clear in the SOP Guidelines and if it either should illustrate with pictures the main equipment parts or provides a complete list of all equipment components. In addition, it has been commented that the "storage of the equipment" including the allocation of the equipment should also refer to its maintenance. In addition, the group further discussed the adaptability of the equipment in view of the requirements of the disaster response. It seems to be a common feature of a module that it can adapt its capacities – to some extent – to the disaster situation. It could be outlined as a comment on the equipment, however the topic of adaptability firstly refers to tactical considerations of the module and secondly to the equipment composition (e.g. the adaptation could also refer to the team composition). It seems more adequate to put the focus on the equipment parts, which are directly linked to the fulfillment of the general requirements of the EU legislation.

Short Description
A- Main Equipment
- Description of the equipment; what do you actually have
- Answer to the problem - what is required to response to the problem
- According to the situation of the disaster (flood-flash flood)
- The storage of the equipment Where the equipment is stored and who is responsible for it - should be in the Maintenance part?
B- Additional Equipment
- Self sufficiency: description of equipment to maintain the self sufficiency annexed
- Communication: If the country have different frequencies, it should be mentioned at the time of the preparation (it is not a problem into Europe but out it may be a problem)
C- Personal Protective Equipment – Safety of the personel
  Description of whose responsibility it is to provide this
D- Vehicles
- short description
- If the module included military trucks it should described into the SOP
E- Hazardous Materials, pharmaceuticals / drugs
  short description
F- Maintenance:
  See above
Annex
- Equipment / Loading list; In English and in your national language
- List of pharmaceuticals
- Communication Plan (Technical descriptions of communication equipment; sketch with different stakeholders)
- Export permission for pharmaceuticals

2.4 Chapter: Training

The chapter on training should summarize the national and international trainings and exercises, which are foreseen for the module's staff to be prepared for an international mission. The chapter should be linked with the functions descriptions (annexed), which would – in some cases – outline the training requirements for each function. Furthermore, the annex would include a curriculum for the respective module, in case it is available. It has been further commented that the chapter should generally outline the measures and activities, which are undertaken by the sending organization / module to ensure the operational capabilities according to the general requirements.

Short Description

- This chapter should describe the types (basic, recurrent) and levels of national and international training and exercises.
- The details for each team function, both basic and recurrent training, should be outlined in a training curriculum (annexed).
- The training curriculum should also contain a description of exercises the module will participate in and how often.
- What, how many? What are the standards for your module? General description. How the module ensures the operational capability.

2.5 Chapter: Alerting

The chapter is pretty straight forward by integrating all stakeholders, key contact and procedures in place from situation monitoring to the official mission order. This assumption has been made by the group and it seems relevant to include the definition of the term "alerting" in the SOP guidelines to promote a common understanding. In addition, it has to be taking into account that the modules / sending organization have different kinds and formats of an official mission order. Several organizations have a form of "mission order", which marks the authorization by a superordinate organization to deploy a module to the affected country. Obviously, all other procedures from request to confirmation of the proposed modules by the affected country have taken place.

Short Description
- Description of the main stakeholders, key contacts (ERCC, National Focal Point, Duty Phones) in the initial phase (situation monitoring & alerting).
- Chart of the alerting/ coordination structure (integrating the above mentioned stakeholders) with a short explanation of the alerting process.

- Short description of the alerting procedure within the module / team; how is the information diffused to the members.

Remarks
- The chapter names all stakeholders, key contacts and standard procedures from the situation monitoring to the official mission order
- Mobilization is considered the first step of the execution of the mission order, although it often occurs at the same time

Annex
- Mission Order
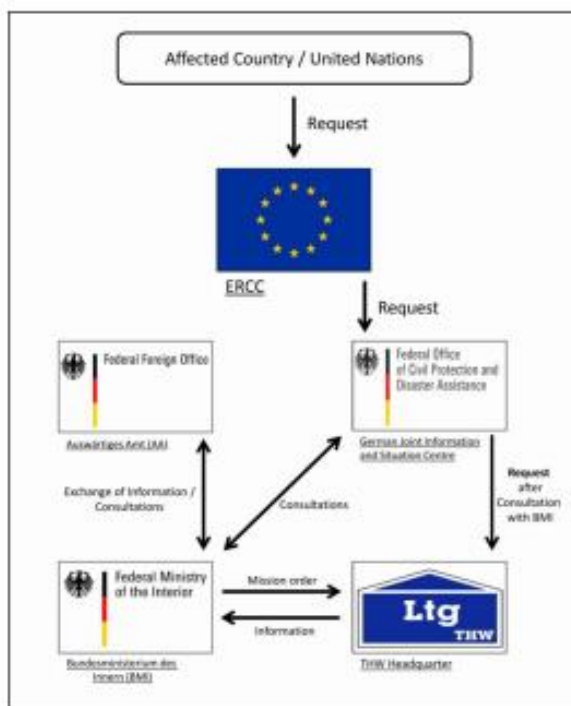
Picture 2. Alerting

2.6 Chapter: Mobilization

It has to be stated that the alerting and mobilization phases are overlapping, although it marks the first step of executing the mission order. The chapter should document all administrative and logistical arrangements, which are mainly undertaken by the sending organization. The role of the personnel of the module is in most cases limited to the provision of documentation and individual preparations for the deployment. The results of the group mark were discussed and achieved in consensus.

Short Description
- Description of tasks during the mobilization phase of the module / team:

- Collection and check of documents from selected team members: Passports, Vaccination Cards, Certificates / Diplomas, Medical documents, etc.
- Preparation of documents; which are started as soon as the alerting process is running and a deployment is expected: e.g. updated Fact Sheet, Personnel List, Customs Declaration, Export Declaration, Equipment List, Contact List, Loading list
- Logistics: short description of preparation for customs clearance; description of internal procedures / standards for mobilizing the module (predefined staging area, airports); key actors, locations roster alert with all contacts for the mobilization
- Finance: Provision of petty cash (who & how is it provided)
- Status update on vOSOCC including Fact Sheet and relevant information
- Mission Briefing, including overall situation, mission environment, mission objectives, S&S. Preparation of the supporting documents / presentations for the mission briefing
- Optional: Medical check for outgoing members
- Mission Order and Travel Plan

Remarks
- The mobilization is often taking place at the same time as the alerting.

Annex
- Fact Sheet, Personnel List, Customs Declaration, Export Declaration, Equipment List, Contact List

2.7 Chapter: Post Mission

The results of the group work were discussed and derived in consensus amongst the group members. It has been noted that the chapter should include several descriptions, which should be done as short as possible. It could be an option to enlist the sub-chapters as a list of activities, which are taking place after a mission and are shortly outlined regarding the approach / methodology in place as well as the roles and responsibilities of the HQ and modules' personnel. Any form of longer descriptions of a terminology (e.g. Debrief) should be avoided and it remains questionable, if the SOP can provide in-depth information on "Where-when-who" since it might change from occasion to occasion.

Short Description

- Debrief / Defuse on arrival of the module / team.(Hot wash up) Who, where, when
- Psychological Support if needed
- Lesson Identified / Cold Wash up (some weeks after the deployment). Collection of lessons identified; identification of measures and actions to be taken.
- Detailed description of Medical check for all members: when, where, who

- Re-establishment of the operational readiness of the module / team
- Detailed description on Administrative tasks; reporting, finance: who, when, what
- Lesson learned, implementing them to the established processes (e.g. improvement of the equipment)

3. Response

3.1. Chapter: Introduction

The group agreed that introduction of the response should be integrated in the part A - Preparedness; there should be no separate introduction in the response part.

 It should:
- Explain the purpose of the module by giving a short summary of the module: bullet points on what the module can do; just an overview.

3.2. Chapter: Arrival

Subchapter: Coordination/ communication

- This should include also the responsibilities and tasks of the module / team members: who is responsible for what (a checklist)
- Description of setting up the RDC should be included as optional. This could be done by a question asking "Do you have the capacity to set up and RDC?" If the answer is yes, short description or checklist of the actions such as how to prepare for the registration at the RDC (documents, key questions, information for / from the RDC, request for HNS).

Subchapter: Logistics

- In the draft of the contents there were seen to be issues here that should be moved to preparedness (team structure, responsibilities)
- In this chapter should be included a short and generic list of logistical actions linked to key functions.

Subchapter: Media

- It should be noted that the media related issues are applicable throughout all phases of the mission, thus it should be its own chapter

- Media responsibilities should also be listed in the part describing the responsibilities of module / team members.
- Existing text is good.

The group suggested to remove the "How to use VO" annex, since this has to be clear for the modules / teams already.

Annex
- Media management "pocket list" with key words / messages and do's and do no'ts should be annexed to media subchapter.

3.3. Chapter: Operations

The group discussed whether there should be an individual "Assessment" subchapter that would include explanatory text both of the on-site assessment and assessment of the BoO.

Subchapter: Communication/ coordination

This part should include:

- Short description of reporting lines
- Short description of communication procedures
- Check list for coordination meetings
- Actor mapping of the international coordination structure in emergencies. Referance to the relevant international standards ((v)OSOCC Guidelines, WHO minimum data set)
- Reporting: Plan of Action, Daily Reporting, SitRep (all annexed).

Remarks:

- Log book should be taken to use already at home, from hour 0, and this should be reminded about in the introduction / first part of operations -chapter

Annex:

- Hand over / take over checklist
- Operational chronogram/list of actions (headlines of "main events", not too detailed)
- Business card template is not needed. Information that would be necessary to have could be listed though.

Subchapter: Assessment

Short description:

- Assessment of working sites which gives further information on planning / how to proceed
- Assessment of Base of Operations?

Annex:
- Checklist of the minimum criteria for base of operations.

Subchapter: On-site Operations; set-up and running the modules

Short Description:
- Content depends on the team -> free text
- Short description of the set-up and running the module
- List of key tasks / activities
- Timings, shifting
- Information management
- Tracking system.

Subchapter: Base of operations

Annex:
- The group suggested to add in this part an annex of the BoO layout. This should describe the following issues:
  - Waste management, sanitation
  - Size, surface
  - Access
  - Safety and security (e.g. fire alarms)
  - Electricity
  - Communications
  - Basic requirements = BoO standards. These can be found from UN and should be utilized here.

Subchapter: Safety and Security

Short description:
- How the safety issues of the team and the security of the country are addressed
- Fire safety issues
- How to monitor the safety and security situation
- In BoO and on sites

- Evacuation plan (depending on the situation)
- Medevac plan
- Procedures related to health issues e.g. outbreaking contagious deceases
- Roles and responsibilities of safety and security related tasks
- Assigned safety officer
- Hazmat
- Travel & transport.

Remarks:
- Depends highly on where the team is going -> modification, SOP template can't go into detail but should offer the basic structure

Annex:
- Template for S&S plan already exists and covers the most issues, this should be used
- Medical plan.

Subchapter. Logistics

The group discussed whether the logistical issues are the kind that should all be listed in the preparedness. The group concluded that in the response phase the logistics -sub chapter answers to question "how".

Short description:

Fuel
- How to refill hour supplies(policy)
- Where, how much, who takes care that there is enough fuel

Maintenance
- Do you have spare parts or where do you plan to get them if needed - and how

Transport
- What you need to get and where to
- What type of truck / van are needed
- Road limitations

Catering
- How you supply?

Finance

- It was not clear to the group what this part meant: possible it could describe how to deal with expenses (and then relates to the next bullet point.

Procurements
- Here also the term "procurement" was discussed - if this part should define how the team buys supplies etc., is it the correct term?

Local resources
- Exploitation of local (HN) resources

Methods of communication
- Local sim-cards; phones; radios; internet cafes that are planned to be used

Local staff
- What needs to be considered if you are hiring / using local staff (=private persons): contracts, insurances, uniforms/vests/shirts, method for identification / verification, payment procedures, possible other requirements. Consultation with HNS or your own embassy.

Remarks:
- Logistics should be an own chapter
- Local staff can be presented also as an individual sub-chapter
- Do not put all the templates in the annex (there would be too many); short identification of key documents.

3.4. Chapter: Demobilization

Short Description:

Exit strategy- How will you:
- report to the host nation
- report to the head quarters
- hand over to another module / LEMA / HN
- donate (equipment) to local authorities, including training

Logistics
- Process of packing up and ensuring everything is with you; checklist of gear
- Maintenance of vehicles - check up before return journey
- De-contamination of equipment if needed
- For modules on wheels: route planning (including shifting)

4. Format and Annexes

4.1. Practical implementation and technical specifications

The goal of the project is to develop an electronic template for the UCPM Modules, teams and other response capacities registered in CECIS (and to be used nationally).

A separate web site will be set up for the template where the user can fill in and modify the SOP after signing in.
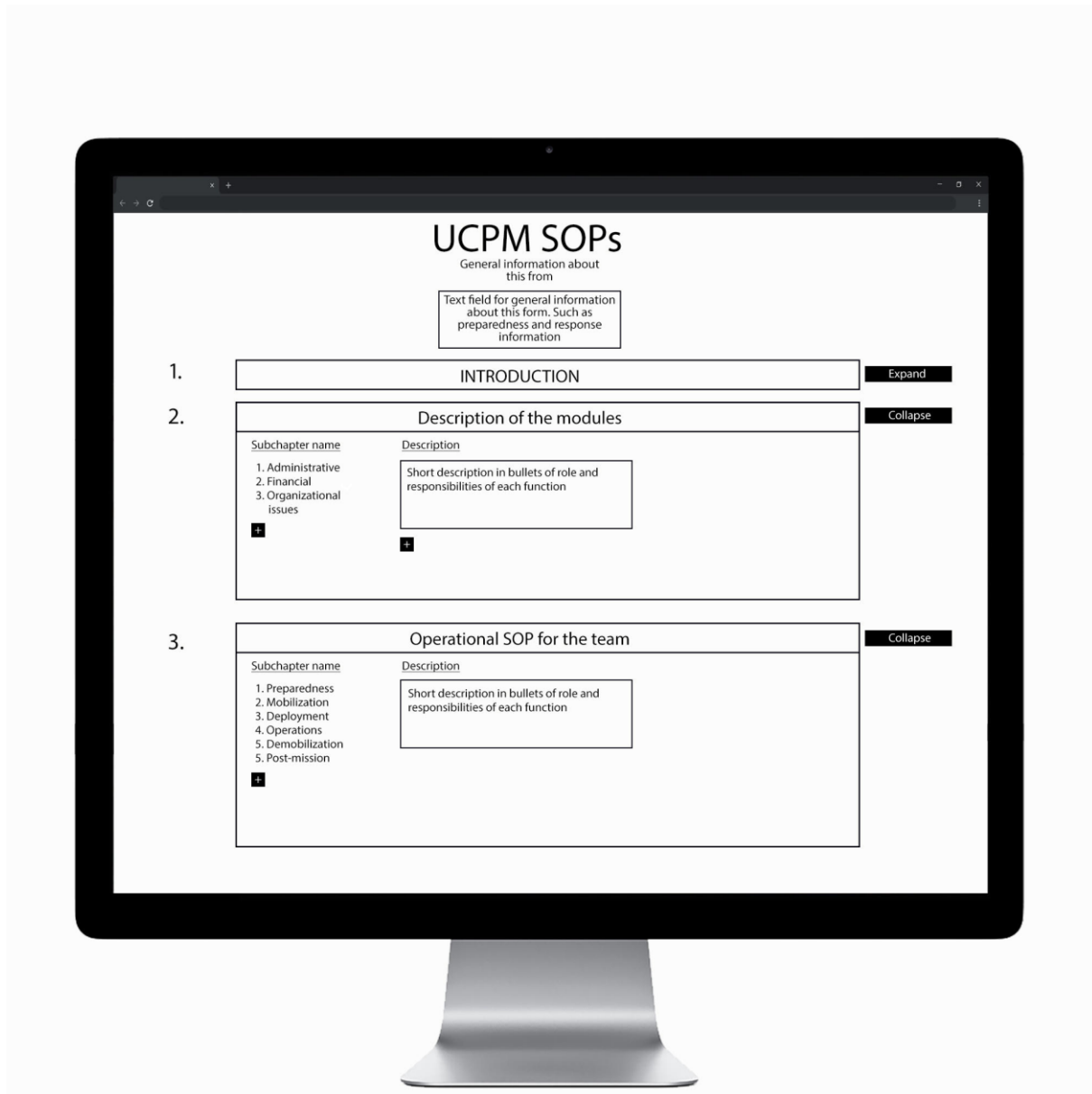
The user management will be organized in three levels:

1) Right to modify the document
2) Right to view the whole document
3) Right to view the general information

The user needs to register and sign in to the system. The main user invites the users and creates the accounts. Content providers (users on level 1) fill the template and can modify the document afterwards. The content providers can invite other user to be readers of the document (users on levels 2-3).

The template has fixed fields. The content providers can only fill in the data, not change the structure of the SOP/ template. The filled in template/ SOP/data is saved online in Word   and   pdf   formats.

The website is hosted by Amazon Web Services (EU Internal Region). The technical planning, implementation and maintenance of the template is subcontracted to Mainostoimisto SST Oy (advertising agency).

Picture 3. First draft of the template structure
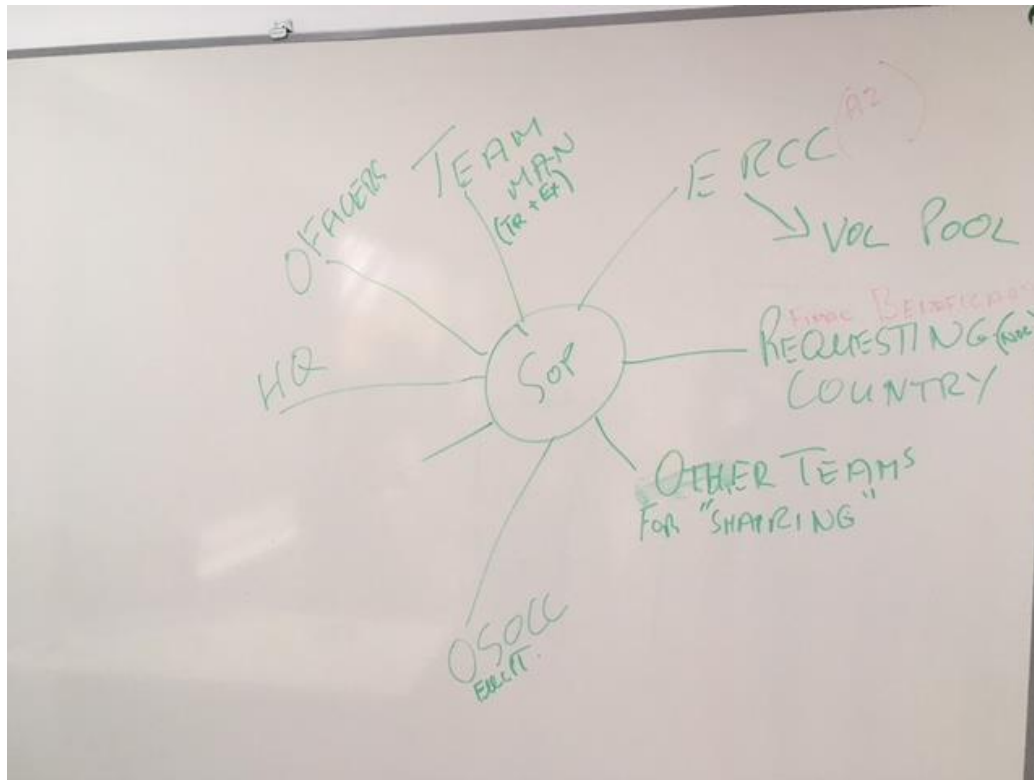
Picture 4. User groups of the SOPs

Picture 5. Target groups and functions of the SOPs

4.2. Structure and Annexes

The work group discussed the chapters and annexes of the SOP and concluded on the following.

Chapter: Annex:

Part A - Preparedness:

Chapter	Annex
Introduction	Fact sheet
	Organizational structure of the team/module
	More information on the key management functions (TL, dTL, LO) roles with necessary qualifications and other relevant information if (A brief description of the roles will be included in the SOP/ template)
Personnel	Checklist of personal mission kit Code of Conduct (to be signed by every member of the team/ module) Team manifests List of medical supplies including any special permissions required for specialist drugs or equipment and information of the need of cold storage/ restricted access Export permission for pharmaceuticals Safety / security plans templates Reporting forms (accident, near miss, hazmat exposure)
Equipment	Main equipment packing list Description of equipment to maintain self-sufficiency Communication Plan (Technical descriptions of communication equipment; sketch with different stakeholders) List of additional equipment (optional)
Training	Curriculum and link to functions/ qualification description
Individual Preparation	-
Alert and Mobilization	-
Post Mission	-

Part B - Response:

Chapter	Annex
Arrival	Radio Communication template Business card template (optional)

	Pro Forma Invoice template
	Certificate of ownership
	Media management "pocket list" (optional)
Operations	Reporting: Plan of Action, Daily Reporting, SitRep
	Operational chronogram/list of actions (headlines of "main events", not too detailed)
	Assessment template
	Templates: Plan of Action, Logbook
	Base of Operations design template
	Handover template/ checklist (internal/external)
	Safety and Security Plan template
	Medical Plan template
Demobilization	Demobilization Form template
	Donation Certificate template

5. Next Steps

It was agreed that testing the template before finalizing it is very important. The workshop participants stated that they are interested in testing the first versions of the template and provide feedback already before the pilot training in April.

Based on the results of the Expert Workshop, experts in CMC/ PeO have continued the development of the template. The first draft will be provided to the Commission by March 2019.

A pilot SOP training will be held on 9-11 April 2019 in Vantaa, Finland, to assess and test the template.

ANNEX I Invitation

This project is co-financed by the European Commission Civil Protection Financial Instrument ECHO/SUB/2017 / (Project ID 783255)

Invitation

The Project Management of UCPM – SOP project is kindly inviting all Participating States in the Mechanism to nominate participants to attend the 2nd Workshop in Peniche (close to Lisbon), Portugal from **28 to 30 November 2018**.

The nominees should ideally have expertise and experience in developing operational standards for international missions, being concerned with such standards for coordinating international missions in a broader sense or international experts as end users in the field.

If you are interested in nominating a participant, we would be grateful if you could complete the attached nomination form and return it to **comandanteoperacionalmunicipal@cm-peniche.pt** latest until **15 October 2018**. Allocation of places on the workshop will be confirmed directly.

The project will organise and pay the cheapest available economy class ticket as well as accommodation to successful nominations. The project will also provide transportation from Lisbon Airport to the hotel and vice versa for all participants.

We are looking forward to receive your nominations.

Yours sincerely on behalf of the UCPM SOP consortium.

Mr Esa Ahlberg
Project Director
CMC Finland

Annexes

1) Registration Form
2) Experts Workshop Agenda - Draft

ANNEX II List of participants

1. SOP preparedness (THW)
   - Mr. Henri Schwaiger (Germany)
   - Mr. Tero Lähdesmäki (Finland)
   - Mr. Ricardo Lourenço (Portugal)
   - Mr. Erkan Doganay (Turkey)
   - Mr. Christophe Libert (France)
   - Ms. Ivica Naumooski (Rep. Macedonia)
   - Mr. Phil Crook (UK)
   - Ms. Iva Brejzova (Czech Republic)
   - Mr. Alexandre Nogueira (Portugal)
   - Ms. Merete Ellefsen (Norway)

2. SOP response (BVP)
   - Ms. Laura Hokkanen (Finland)
   - Mr. José Rodrigues (Portugal)
   - Mr. José Rosa (Portugal);
   - Mr. Ivo Mezulis (Latvia);
   - Mr. Paul Rock (Ireland);
   - Mr. Pascual Perz (Spain);
   - Mr. Radoslav Stefanov (Bulgaria);
   - Mr. Grzegorz Borowiel (Poland);
   - Mr. Francisco Rocha (Portugal);
   - Mr. Josef Riener (Austria)
   - Ms. Raquel Ramos (Portugal)

3. SOP annexes and format of the template (CMC)
   - Mr Esa Ahlberg (Finland)
   - Ms Johanna Malmelin (Finland)
   - Ms. Jelena Dimic (Serbia)
   - Mr. Ragnar Boe (Norway)
   - Mr. Gilles Hubert (Luxembourg)
   - Ms. Pauline Kauffmann (Netherlands)
   - Mr. Christophe Debray (France)
   - Mr. Artur Gomes (Portugal)
   - Mr. Efthymois Christodoulou (Greece)
   - Mr. Gordon MacMillan (UK)
   - Mr. Toomas Kaaparin (Estonia)

ANNEX III Agenda

Expert Workshop 28-30 November 2018 Humanitarian Association of Volunteer Firefighters of Peniche (BVP) Rua Alexandre Herculano n. º 88-90, 2520-274 Peniche, Portugal

Wednesday 28 November 2018

12:30 – 14:00 Lunch MH Peniche Av. Monsenhor Manuel Bastos 2520-206 Peniche

14:00 - 18:00	➕ **Meeting opening**
	  o Official welcome (BVP)
	  o Objectives and agenda of the meeting (CMC)
	  o Roundtable introductions (CMC)
	➕ **Project presentation, Aims & Objectives** (CMC)
	➕ **Assessment workshop in Germany** (THW)
	➕ **UN/OCHA SOPs** (Mr. Martijn Viersma, OCHA)
	➕ **Group Work 1**
	  o SOP content - preparedness (THW)
	  o SOP content - response (BVP)
	  o SOP annexes and format (CMC)

19:00 Dinner Restaurante Miramar Av. do Mar n.º 42, 2520-205 Peniche

Thursday 29 November 2018

9:00 - 12:30	➕ **Group Work 1**
	  o SOP content - preparedness (THW)
	  o SOP content - response (BVP)
	  o SOP annexes and format (CMC)

12:30 – 14:00 Lunch MH Peniche Av. Monsenhor Manuel Bastos 2520-206 Peniche

14:00
-
18:00
	♣ **Group Work1 presentations**
	     o SOP content - preparedness (THW)
	     o SOP content - response (BVP)
	     o SOP annexes and format (CMC)
	♣ **Group Work 2**
	     o SOP content - response, annexes and format (THW)
	     o SOP content - preparedness, annexes and format (BVP)
	     o SOP preparedness and response (CMC)

20:00 Dinner Quartel Bombeiros Voluntários de Peniche Av. do Porto de Pesca, 2520-208 Peniche	
Friday 30 November 2018	

9:00
-
12:00
	♣ **Group Work 2 presentations**
	     o SOP content - response, annexes and format (THW)
	     o SOP content - preparedness, annexes and format (BVP)
	     o SOP preparedness and response (CMC)
	
	♣ **Project updates**
	     o Pilot SOP training (CMC)
	
	♣ **Open discussion**
	♣ **Meeting close**
	     o Summary and next steps

12:30 – 14:00 Lunch MH Peniche Av. Monsenhor Manuel Bastos 2520-206 Peniche	