

NUMBER	DATE	NOTE
0	May 2014	
1	June 2015	
Written by		Approved by
Paola BERNARDELLI - Daniele CAFFARENGO - Riccardo CONTE Luca MENSIO - Herbert SARRI		Il Dirigente: Stefano Bovo

## INDEX

1	INTRODUCTION .....	3
2	LIST OF ABBREVIATIONS .....	3
3	ITA-TAST AIMS.....	3
3.1	Main components and requirements .....	4
3.1.1	ICT support component .....	4
3.1.2	Office support component.....	5
3.1.3	Logistics support component.....	6
4	TAST MEMBERS.....	6
4.1	Coordination and leadership .....	6
4.2	Requirements and skills of the TAST members .....	7
4.2.1	Personal requirements.....	7
4.2.2	Personal capacities, skills and attitudes .....	7
4.2.3	Specific additional knowledge .....	7
4.3	Specific skills.....	8
4.3.1	Team Leader and Deputy Team Leader .....	8
4.3.2	ICT support component .....	8
4.3.3	Office support component.....	8
4.3.4	Log support component:.....	8
5	TAST PREPAREDNESS .....	9
5.1	Members preparation.....	9
5.1.1	Training and exercise .....	10
5.1.2	Mission personal equipment .....	10
5.2	Equipment maintenance.....	11

## 1 INTRODUCTION

This document describes the objectives, the roles, the duties, the equipment and the standard operating procedures of the “Regione Piemonte - Technical Assistance Support Team” (henceforth called “TAST”).

The TAST has been realized in collaboration with the “Dipartimento Protezione Civile Nazionale” and has been founded with the aim to operate within the European Civil Protection Mechanism in accordance with the Treaty of Lisbon (Decision of the Committee of 20/12/2007 - 2008/73/EC, Euratom).

## 2 LIST OF ABBREVIATIONS

BoO	Base of Operation
CECIS	Common Emergency Communication and Information System
ERCC	Emergency Response Coordination Centre
EUCPT	European Union Civil Protection Team
DPC	Dipartimento di Protezione Civile
DTL	Deputy Team Leader
HQ	Headquarters
IHP	International Humanitarian Partnership
ICT	Information and Communication Technology
MIC	Il Centro di Monitoraggio e Informazione
NCP	National Central Point
ONU	Organisation des Nations unies
OSOCC	On-Site Operations Coordination Centre
RDC	Reception/Departure Centre
RPCP	Regione Piemonte Civil Protection
SSP	Safety and Security Plan
TAST	Technical Assistance Support Team
TL	Team Leader
UNDAC TEAM	United Nations Disaster Assessment and Coordination Team

## 3 ITA-TAST AIMS

According to the recommendations of the European Commission (EC decisions 20/12/2007 and 29/07/2010), the TAST consists of a team with high operational capabilities that can be deployed very quickly in the area affected by an emergency (within 12 hours from the request).

The primary TAST task is provide the on site technical and logistic support to the EUCPT ensuring their ability to fieldwork.

The TAST works in full compliance with the international guidelines adopted by the United Nations (OSOCC Guidelines 2009, INSARAG\_Guidelines 2012) and provides the following on-site services to the EUCPT or to others civil protection resource:

- Office support;
- ICT support;
- Subsistence support;
- Transport support.

The TAST offers support to the EUCPT or, in agreement with the EUCPT or directly with the ERCC, to other teams or components operating on site (eg. modules, embassies, UNDAC, etc, etc). The TAST carries out only activities agreed with EUCPT or with ERCC.

The TAST can also be deployed in an OSOCC, a sub-OSOCC or in a RDC and/or, in agreement with the EUCPT, contribute to the subsistence of the others on site modules or component.

In accordance with the minimum European standards, the TAST follows the requirement of the self-sufficiency; the interoperability and the timing of activation (see the ITA-TAST factsheet – attachment 1)

### **3.1 Main components and requirements**

The TAST has a modular configuration related with the activities and the services requested by the European Commission through ERCC (formerly MIC).

The on site module configuration depends on the following aspects:

- objectives of the mission;
- number of the EUCPT members;
- interoperability with others modules or TASTs deployed in the emergency scenario;
- severity and scale of the disaster and infrastructure destruction level;
- supply situation in the affected contry;
- safety and security level.

For safety reasons, the number of the TAST members deployed in a mission can't be less than two units.

The TAST consists of the following components, which can be used individually or jointly:

- ICT support component;
- Office support component;
- Logistics support component (Accommodation, Subsistence and Transport)

#### **3.1.1 ICT support component**

The ICT component task is to set up a computer network, a radio communication system, a voice, fax and data communication system and an internet access point, using, depending on

the case, terrestrial or satellite networks; these aims, if requested and if possible, must be achieved in a maximum of two different locations contemporary. The ICT component, in heavily affected areas, ensures the functioning of local radio communications through radio links.

The main activities of the component are:

- Setting up and maintenance of a small computer network with account management, usable by the EUCPT and TAST members, network device and a multifunction printer;
- Setting up and maintenance of satellite phones, mobile phones (with local SIM Card), internet access point and, where appropriate, VoIP phones;
- Setting up and maintenance of radio links and portable radios equipment;
- Set up and ensure the electric power supply;
- Setting up and maintenance of the ICT services in two different locations simultaneously, if requested (eg in a OSOCC or in the RDC);

The ICT component works in close collaboration with the Office support component.

### 3.1.2 Office support component

The Office support component task is to set up a field office that can be used by EUCPT and TAST members. If necessary, the Office support members (with the help of the Logistic component) sets up a tent-office equipped with a computer network, network devices and a printer. The main duties of the Office support component concern administrative activities including collection, processing and storage of data based on the EUCPT requests

The main activities of the Office support component are:

- Setting up and maintenance of a field office for the EUCPT activities;
- Search, collection and analysis of useful information for the EUCPT activities;
- Photo/ video documentation, support visibility arrangements of the mission
- ☐ Develop and maintain situation maps, information display and situation summaries;
- ☐ Support the preparation of situation reports
- ☐ Create/support presentations, briefings, hand-out materials
- ☐ Create and update of various lists (e.g. contact lists, attendance lists, shift plans; team overviews, lists of incoming goods etc ); create business cards and name tags
- ☐ Support the maintenance of the mission logbook
- ☐ Support the preparation and organization of meetings, as well as preparation of video/phone conferences; taking meeting minutes
- ☐ Support mission-related planning (communications, plan of action, safety and security)
- ☐ Support the dissemination of information (technical part)
- ☐ Support the planning, preparation and conduction of assessments
- ☐ Support travel arrangements (car rentals, hotel and flight booking, etc.)
-

- Support the RDC management activities;
- Support the meetings organization;

The office support component provide a lan private network with shared printer and storage. It includes the ICT support component and its equipment and services.

### **3.1.3 Logistics support component**

The Logistics component task is provide the food and to ensure the tent accommodation to the EUCPT members (up to 15 persons) and to the TAST members, exsept personal equipment like sleeping bags and pillows. This component can also provide the transport service to the EUCPT members by means of rented vehicles with drivers

The main activities of the Logistics support component are:

- to ensure the accommodation of the EUCPT and TAST members deploying sleeping tents (if required);
- to ensure the preparation of the meals to the EUCPT and TAST members;
- to ensure the constant presence of electrical supply, clean water and drinking water;
- to ensure the procurement of food, water, fuel and others necessary goods;
- to ensure the management of solid waste and waste water;
- to verify the maintenance and the application of the safety and security rules in the encampment;
- to ensure the rent of vehicles with a driver;
- to ensure the transport of the EUCPT and TAST members;
- to ensure the maintainance of the logbook of the guides;
- to ensure, in case of emergency, the EUCPT and TAST evacuation;
- to support the EUCPT members in the travel planning activities.

## **4 TAST MEMBERS**

### **4.1 Coordination and leadership**

The coordination functions and the leadership are carried out by the Team Leader and the Deputy Team Leader. The role of the Leader and Deputy Team Leader is played by the “Regione Piemonte” officials belonging to the “Settore Protezione Civile a Sistemi Anti Incendi Boschivi (AIB)”. The officials are civil protection experts which have participated in the courses of the EU Civil Protection Mechanism Training Programme. The Leader and the Deputy Team Leader carry out the general coordination of the TAST activities in agreement with the EUCPT and contribute to the Office support activities.

## **4.2 Requirements and skills of the TAST members**

### **4.2.1 Personal requirements**

- good health conditions;
- vaccination status updated and appropriate to the country of destination (§ 5);
- availability to participate in missions starting with a notice period of 12 hours;
- availability to participate in missions for a period of about 14 days;
- knowledge of written and spoken English;
- age between 25 and 55 years (people with particular experience can overcome the stated age);
- expiry date of passport farther than 6 months;
- experience in civil protection missions;
- basic knowledge of the safety and security concept.

### **4.2.2 Personal capacities, skills and attitudes**

- capability to work under extreme and high stress conditions;
- reliability and sense of responsibility;
- adaptability and flexibility;
- capacity to work in a team;
- motivated and proactive approach;
- adaptability to uncomfortable conditions
- adaptability to changing conditions;
- open-mindedness and capacity to work in countries with different culture;
- ability to work in a cosmopolitan environment;
- good interpersonal skills;
- willingness to participate in professional training courses;
- good organizational skills;
- good physical and mental resilience.

### **4.2.3 Specific additional knowledge**

- concept of TAST and other international support system
- Union Civil Protection Mechanism and its administration
- overview of the international disaster coordination system and understanding of the structure and role of an OSOCC; knowledge about the cluster system

### 4.3 Specific skills

#### 4.3.1 Team Leader and Deputy Team Leader

knowledge of the European Civil Protection Mechanism and role played by its components in the international missions;

intermediate-high knowledge level of written and spoken English;

knowledge of the “Colonna Mobile Regionale” (that is the set of the regional civil protection modules), used in aid missions;

participation in national and international exercises and missions;

participation in the obligatory courses “ModuleBasicCourse (EU-CP)” and “BasicSecurityInTheField (ONU)” and participation in the recommended course “AdvanceSecurityInTheField (ONU)”

#### 4.3.2 ICT support component

ICT professional experience for at least two years;

basic-intermediate knowledge level of written and spoken English;

knowledge of the radio communication systems, including the programming of radio equipment;

knowledge of satellite communication systems;

knowledge of the international telecommunications protocols and the international radio communications procedures;

“TAST FORMAZIONE (RP)” course; and “BasicSecurityInTheField (ONU)” course is recommended.

#### 4.3.3 Office support component

administration skills, experience in mission support

professional expertise in information and data management;

intermediate-high knowledge level of written and spoken English;

good knowledge of Microsoft Office and Open Office;

good knowledge of mapping tools and GPS instruments;

basic knowledge of the GIS;

knowledge of the standard documentation used in the context of the European Civil Protection Mechanism;

knowledge of the main tools used in the context of the European Civil Protection Mechanism (Virtual Osocc; MapAction's website, etc, etc);

“TAST FORMAZIONE (RP)” course; and “BasicSecurityInTheField (ONU)” course is recommended.

#### 4.3.4 Log support component:



Ability to plan, set up, run and administrate a camp and its infrastructure (e.g. electricity infrastructure, water supply, waste water management, waste management etc.)

Ability to handle the respective camp equipment (generators functioning, carry out of small repair)

Familiar with customs procedures

Knowledge of safety and security aspects related to housing/camps

basic knowledge in the food preparation and preservation;

basic knowledge of sanitization;

basic knowledge of orienteering;

basic knowledge of the electrical systems;

basic training about the Italian Legislative Decree “81/2008”;

“TAST FORMAZIONE (RP)” course; and “BasicSecurityInTheField (ONU)” course is recommended

## 5 TAST PREPAREDNESS

### 5.1 Members preparation

RPCP identifies a roster of operators composed as follows:

- RPCP civil officers for the coordination and leadership of the module (TL and DTL);
- about 25 volunteers with adequate skills, selected within the RPCP voluntary board.

All the TAST members will stay prepared for a possible deployment by the activation terms specified in the factsheet recorded in the EU CECIS.

The members will personally take care of their own preparation concerning health and bureaucratic subjects:

- passport valid for at least 6 months;
- vaccinations certificate (see § 9 on health topics);
- medical insurance card valid for foreign countries
- blood type certificate;
- up to date C.V. in English (EU- PASS model).

RPCP will keep updated a database of all members data, with a copy of all the above mentioned documents together with 6 photos compliant for visa request.

The database includes:

- personal data;
- the contact details up to date;
- a summary of skills;
- a summary of personal training.

A prevailing profile (ICT, OFF, LOG) is assigned to each member according to his/her skills; all members are then divided into 3 teams. These teams are homogeneous in terms of skills required by a mission which involves the full deployment of the TAST components.

This option implies positive consequences in terms of prompt activation and training management.

### **5.1.1 Training and exercise**

#### **5.1.1.1 Community Mechanism Training Program**

The RPCP civil officers involved participates the Training Program of the European Mechanism, according to the availability reserved from the CP National Department, and in particular are invited to attend the MBC (Module Basic Course).

#### **5.1.1.2 TAST Training**

All the TAST members have to follow a specific Training organized by RPCP; the starting module consists of a 30 hours course on the following topics:

- Introduction to the European CP Mechanism and overview on international missions;
- Standard operating procedures of the TAST
- simulation on the early stages of a mission (preparation, deployment and set-up);
- hints on health, safety & security

The above mentioned topics are going to be strengthened and improved in the maintenance training program organized by RPCP. The training program consists of 18 hrs/year for each member.

#### **5.1.1.3 Safety & security**

As for the safety and security compartment, the reference e-learning courses are:

- UNDSS BSITF-Basic Security in the field (required for TL and DTL - recommended for all members)
- UNDSS ASITF-Advanced Security in the field (recommended for TL and DTL).

#### **5.1.1.4 Exercises**

Every year, the team members will be participate to an annual exercise for each team. The exercises will be organized at European, national or regional level.

International exercises will be preferably full scale with full deployment and operations of the TAST (a rotation among teams will be guaranteed concerning these opportunities); national and regional exercises will be mainly focused on deployment and are regarded as refresher courses/training for the teams.

### **5.1.2 Mission personal equipment**

Team members must bring their own personal equipment containing .

Personal luggage should weigh no more than 20 kg.

All members must bring in mission the following:

- passport valid for at least 6 months;
- health Insurance Card;
- credit card for private expenses;
- cash euros and/or dollars in small denomination banknotes;
- vaccination certificate (copy of);
- blood type certificate (copy of).

All members must carry in their own personal baggage food and water for 48 hours.

## **5.2 Equipment maintenance**

RPCP is liable for the equipment maintenance. It consists in:

- ICT equipment functionality check (carried out every month);
- LOG equipment functionality check(carried out every three months);
- software update(carried out every month);
- check for expiration of perishable products (food & drugs) with stock restore if necessary (carried out every three months).

All the logistic equipment is maintained packed on pallet ready to for departure in the RPCP warehouse. Single packages weigh less than 32 kg, in order to comply with rules on air transportation. The Montana heavier tents do not submit the role.