Guidance for conducting an INSARAG EXTERNAL RECLASSIFICATION within the EU MODEX Field Exercise platform

Version 1.1 April 2021

Questions or issues relating to the content of this handbook should be directed to the European Commission, Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO) and/or the INSARAG Secretariat.

Document Control

Author(s)	Version	History	Date
Sean Moore Alan Pellowe	0.1	Development of initial draft document	Nov/Dec 2020
Winston Chang Gerard Guerin	0.2	EU Commission & INSARAG Secretariat amendments	Jan 4th 2021
Sean Moore Alan Pellowe	0.3	Amendments following consultation with Working Group	Jan/Feb 2021
Sean Moore Alan Pellowe	0.4	Finalised amendments following second consultation with Working Group, EU Commission & INSARAG Secretariat	Feb/Mar 2021
Sean Moore Alan Pellowe	1.0	Final draft version for approval by EU Commission, INSARAG Secretariat & Johannitter-Unfall-Hilfe e.V	Mar 22nd 2021
Sean Moore Alan Pellowe	1.1 (Final)	Amendments to final draft following further consultation with INSARAG Regional Chairs and Working Groups.	April 11th 2021

Notes:

- This document will be subject to a further review following the first live EU MODEX/IER process.
- Further amendments will also be considered if any significant changes occur to the EU MODEX/IER process.
- A full review is recommended to align with the 5-yearly cycle of the INSARAG Guidelines.

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Acknowledgements

The development of the EU MODEX/IER Handbook is very much a collaborative effort between the European Union DG-ECHO Directorate-General for European Civil Protection and Humanitarian Aid Operations, the International Search and Rescue Advisory Group (INSARAG) of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) and the UCPM Lot 3 consortium lead Johannitter-Unfall-Hilfe e.V. It has been supported by a working group drawn from subject matter experts provided by the EU MODEX consortium partners and from experienced IEC/R classifiers nominated by the INSARAG Secretariat and drawn from AEME region. To this end we would like to acknowledge the work and contribution of the following personnel in enabling the production of this Handbook:

- **European Commission:** Gerard Guerin, Donatella Salvi, Vlad Petre
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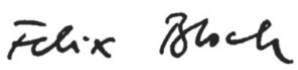
FOREWORD

The partnership of cooperation between the European Commission and the United Nations Office for the Coordination of Humanitarian Affairs - International Search and Rescue Advisory Group (INSARAG) is long-standing and continues to evolve and support a variety of initiatives that promote the closest possible cooperation between the Union Civil Protection Mechanism (UCPM) and INSARAG. The development of this handbook which functions as a reference tool to reinforce a common understanding among the many key stakeholders involved in the development, and delivery of the INSARAG External Reclassification (IER) process utilising the EU MODEX platform serves as a shining example of this close cooperation and desire to continuously improve the quality of what we jointly deliver.

We remain focussed on the overall aims of EU MODEX and of the reclassification process which is to continuously strengthen and improve the quality assurance of the USAR teams many of whom are also registered as response capacities in the European Civil Protection Pool (ECPP). It therefore makes both economical and practical sense that these teams utilise EU MODEX which is an established high-quality platform for teams to demonstrate competence, continuous improvement, and professional development and has the flexibility to integrate the use of the global IEC/R checklist for Heavy and Medium USAR teams undertaking the IER. These checklists have since their inception in 2005, sought to strengthen coordination and standardisation among international USAR teams, and build international community confidence that externally validated teams provide a highly effective and value-added resource able to assist disaster affected communities in their hour of greatest need.

The European Commission and the INSARAG Secretariat strongly encourages the use of this guidance handbook by all stakeholders who should be aware of the detailed information within, regarding the design, planning, conduct, administrative and logistical arrangements of an EU MODEX field exercise hosting an IER and of each other's roles and responsibilities. This approach not only improves the efficiency and effectiveness of the IER process but also ensures a more coherent and collective delivery of EU MODEX. Furthermore, it avoids duplication of effort, supports and encourages partnership working, and we believe delivers a unique opportunity for USAR teams to participate with other teams and be able to fully demonstrate their response capacity as they would in a real-life response.

We would like to also acknowledge the professionalism and dedication of the many people who have over the years led and shaped the development of European civil protection cooperation, and the IEC/R process. This also includes the different consortia, and hosting venues that have contributed to building the EU MODEX/IER platform which is now considered to be a real emergency preparedness and response success story. All stakeholders should be rightly proud that their individual and collective efforts are contributing to the saving of lives, and what could be more important than that?



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1. INTRODUCTION

This handbook is addressed to all personnel, organisations and hosting countries involved in the preparation, development and implementation of the INSARAG External Reclassification (IER) process when undertaken using the platform of the Modules field exercises (EU MODEX) of the Union Civil Protection Mechanism (UCPM). Specifically, this will include the following relevant stakeholders:

- European Commission MODEX Desk Officers
- INSARAG Secretariat, Emergency Response Section of the Response Support Branch, OCHA Geneva
- IER Classifiers and Team Leaders
- IER Mentors or Mentoring Teams
- EU MODEX Consortium partners
- EU MODEX Evaluation and Quality Assurance Teams
- Venue Management staff of EU MODEX hosting countries
- INSARAG classified USAR teams based in the European Union or Participating States of the UCPM, planning to undertake the IER process
- INSARAG classified USAR teams sponsoring organisation(s)

It has been specifically developed to inform and guide stakeholders who have limited knowledge or experience of the EU MODEX platform, and/or the requirements of the IER process, as well as stakeholders who may be familiar with their own areas of expertise but who wish to become familiar with other areas of the process. The intention is to align to and complement the information contained within the INSARAG Guidelines and EU MODEX documentation, and not to replicate information but to summarise and add clarity to the main elements applicable to the EU MODEX/IER, and to ensure that the reader can extract the information relevant to them and their organisations. This will ensure the best possible opportunities to increase knowledge, consistency and quality assurance and will furthermore promote common understanding and approaches for all stakeholders.

It should also be noted that the handbook is limited in its scope to the current IER process and does not include any references to INSARAG light team capacity, nor does it include any references to the INSARAG External Classification (IEC) process as this is not currently available as an option to undertake within the EU MODEX. It is anticipated that future amendments to this handbook will incorporate any applicable changes to the EU MODEX platform and global classification processes.

Although it is a standalone document, it is advisable for all stakeholders to be familiar with the following documents:

- INSARAG Guidelines v2020 Volume I: Policy
- INSARAG Guidelines v2020 Volume II Preparedness & Response Manual C: INSARAG External Classification and Reclassification
- IEC/R Checklist 2020 version
- EU MODEX staff handbooks specific to the hosting venue(s)

2. UNDERTAKING AN IER WITHIN THE EU MODEX FRAMEWORK

Undertaking an IER within the framework of an EU MODEX is a demanding process that requires robust administrative, financial and operational commitment from the sponsoring organisation, the USAR team, and its appointed mentor. In addition, strong support will also be required from the INSARAG Secretariat (ERS), the European Commission, appointed consortium, contractors and EU MODEX host nations to ensure achievement of a successful outcome.

Eligible USAR teams wishing to undertake the reclassification process should also be fully aware and factor into their respective planning, that the EU MODEX is conducted within the framework of the UCPM which has differing mobilisation, coordination procedures and protocols from those established by UN-OCHA and INSARAG. However, using the EU MODEX platform does present a number of distinct advantages over the traditional approach of organising the IER process to take place in a team's home location/country; these include:

- As the exercise is being designed, planned and delivered by an EU contracted consortium there will be a significant reduction in planning time and resources that will need to be committed for the team involved.

- The EU MODEX aims to provide a realistic deployment exercise that takes place outside of a USAR teams normal geographical location. It therefore adds a high degree of realism to the exercise and presents an enhanced opportunity to fully display its mobilisation and deployment capabilities right through and including all stages of a real mission deployment and demobilisation, and thus aligns with the purpose of the IER process, which is to execute a non-staged exercise that, in all aspects, reflects reality.

- There are a range of other teams/modules that will also participate in the EU MODEX, providing further opportunities for cooperation and interaction. UCPM and UNDAC also work closely with the Joint UNEP/OCHA Environment Unit (JEU) during actual field missions, so reference to them is also highly likely.

- EU MODEX provides an exercise platform utilising a Main Event List (MEL) and Main Inject List (MIL) incorporated into a timeline that fully supports the IER check list. There is also a high degree of in-built flexibility within the EXCON and with the venue manager of the consortium that will allow the USAR team every possible opportunity to complete all elements of the IER checklist within a 42-hour window.[1]

- Undertaking the IER within EU MODEX will also significantly reduce costs for the team and therefore provides a more productive, efficient and value for money alternative. The European Commission covers some of the participation costs to a maximum predefined amount for each module/team taking part in EU MODEX, which is contractually agreed between the European Commission and the contracted consortium.

- Having additional teams and international actors participating as part of the MODEX exercise which has an IER ongoing creates a much more realistic atmosphere for the team being classified

[1] IER exercise phase must be a minimum of 30 continuous hours from arrival at the immigration process/border crossing. EU MODEX provides a minimum of 42 hours

and for the IER classifiers to better observe the team's capability in terms of the key functions of interoperability and coordination.

- The consortium is contractually required to design USAR exercises in full alignment with the INSARAG Guidelines and associated methodologies, therefore providing enhanced opportunities for eligible INSARAG classified teams.

- EU MODEX is a highly credible and proven platform, and a known entity with many years of experience in delivering high quality international civil protection exercises. It engages personnel that are experienced, competent and fully conversant with international disaster response structures and in particular know how to deliver an exercise to the globally accepted standards required for an IER exercise and in accordance with the INSARAG Guidelines and methodology.

- Eligible USAR teams that successfully pass their INSARAG Classification and/or Reclassification will be recognised as meeting the requirements to be registered in the European Civil Protection Pool (ECPP)[2] and will not be required to undertake a separate EU Certification process. The responsible National Civil Protection Authority will however still need to apply for the registration of the team in the 'Pool' by sending an official request combined with the submission of the application file, providing the necessary documentation on the capacity. It should also be clear that there are no reciprocal arrangements in place for teams passing the EU certification process as this does not lead to automatic INSARAG classification.

In addition to the advantages there may also be the following limitations that must be considered:

- For the IER classifier team there may be a requirement to split and observe activities at various locations to ensure that all elements of the checklist can be assessed i.e., logistics classifier may need to see the team's warehouse and logistics support provision which can only be undertaken in the home location. This may incur additional costs and logistical considerations for the donor organisations, although pre greening of the checklist in advance may negate some of these issues.

- The EU MODEX has a normal working duration of 42 hours continuous operational activity as opposed to a minimum of 30 working hours for a normal IER exercise phase, therefore, classifiers should be aware that they will potentially be required to plan for a longer duration in the field.

- The contracted consortium will have supplementary communication channels to consider in order to ensure that the INSARAG Secretariat, USAR team mentor and IER classifier team are kept fully appraised of developments in the preparation and delivery phase of the EU MODEX.

[2] The EU Member States agreed on the establishment of the ECPP in Decision 1313/2013/EU on a Union Civil Protection Mechanism (article 11). Details are defined in Implementing Decision 2014/762/EU (chapter 5), amended by Implementing Decision 2018/142

- IER classifiers can be nominated from regions outside the Africa, Europe, Middle East (AEME) and may not be familiar with the UCPM and EU MODEX. Although they will be concentrating on the IER checklist there are undoubtedly differences when conducting the IER in this context which the classifiers need to be familiar with.

- It is crucial element of the planning phase that the IEC classifier team and mentor engage with the EU MODEX consortium and its venue manager at the earliest opportunity after they have registered for an IER. Therefore, the mentor and potentially a member of the classifier team should expect to attend the EU MODEX exercise planning meetings as the specific exercise venues and sites will also be discussed at this early stage.

- For the USAR team, there can be a degree of becoming detached from the IER process when the main exercise component is being delivered by a third party and in a different country. Again, this must be negated by having a proactive module focal point who fully engages with the EU MODEX consortium and venue manager's team.

3. EU MODEX FIELD EXERCISES – AIM & OBJECTIVES

The Union Civil Protection Mechanism[1] (UCPM) is comprised of 33 Countries, the 27 EU Member States and 6[2] Participating States. Its overall objective is to strengthen cooperation between the EU Member/ Participating States in the field of civil protection, with a view to improving prevention, preparedness and response to disasters. Any country in the world overwhelmed by a disaster can request assistance via the UCPM. By pooling civil protection capabilities (including USAR teams) of EU Member/Participating States, the UCPM can ensure better protection primarily of people, but also of property and the natural and cultural environment.

3.1 EU MODEX Aim

Training and exercise programmes have been established to enhance the coordination of civil protection assistance interventions by ensuring improved compatibility and interoperability between the intervention teams and other intervention support as well as by developing the competence of the participants involved. The exercise programme comprises specific exercises, modules field and tabletop exercises (EU MODEX), for modules, other response capacities, national experts, and Technical Assistant Support Teams (TAST). EU MODEX also facilitates the certification[3] of European Modules/Other Response Capacities[4] registered in the European Civil Protection Pool (ECPP). In addition, it has the capacity to support the re-classification of UCPM INSARAG classified teams. The design of the EU MODEX programme has a generic set of main objectives that apply to all of the exercises as follows:

- To establish a common understanding of the cooperation in civil protection assistance interventions with modules/RDC/UCC/EUCPT and national authorities.
- To provide a learning opportunity for all actors involved in civil protection assistance interventions with modules/other response capacities/EUCPT and TAST under the UCPM.
- To enhance operational cooperation between EU Member/Participating states' modules, EUCPT and other response capacities.
- To test and improve the coordination of Union Civil Protection assistance/response and international actors
- To test and improve modules'/other response capacities' and TAST SOPs in all phases of the mission cycle (including mobilisation and demobilisation).
- To test and improve the implementation of coordination, interoperability, self-sufficiency, communication, reporting and logistical challenges during deployments.
- To enhance the exchange of different equipment and of information of command structures in modules/other response capacities from different participating states and third countries if any.
- To examine the possible compatibility of equipment by comparing equipment lists.
- To establish a USAR coordination cell in each exercise, in which all modules will be represented and participate including virtual modules.

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1 Decision No 1313/2013/EU. OJ EU, L 347 of 20.12.2013, as amended. https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:L:2019:077I:FULL&from=EN

2 Iceland, Montenegro, North Macedonia, Norway, Serbia and Turkey.

3 Certification of EU Modules is a similar process to INSARAG IEC/R process (Article 11(4) of amended Decision No 1313/2013/EU).

4 For definitions of Modules/ Other Response Capacities, see Article 9 of amended Decision No1313/2013/EU

3.2 EU MODEX Objectives

In addition to the EU MODEX aim of providing modules with an opportunity to test and practice their preparedness in the context of a full-scale field exercise; modules and teams will also be expected to accomplish a number of additional objectives as set out in the contract with the European Commission. These are translated into a list of operational objectives for the exercise, whereby the participants will have the opportunity to:

- Develop a greater understanding of the characteristics of working in an international environment e.g., interactions of modules (role of modules management), EUCPT, humanitarian and other relevant international actors.
- Gain a broader understanding of real deployments within the UCPM.
- Improved understanding of the difference in being deployed within a Member State / Participating State of the European Union or a third country.
- Test their performance in respect of Host Nation Support (HNS) and other relevant guidelines.
- Experience language and communication problems.
- Broaden and strengthen their professional network.
- Experience and possibly enhance interoperability, logistical challenges, coordination and operational cooperation between different modules/UCC/EMTCC/TAST/EUCPT and UNDAC.
- Experience a simulated deployment being coordinated by a Coordination Cell
- Train, assess and evaluate their technical capacities.
- Test, analyse and evaluate the functionality, appropriateness and compatibility of their equipment.
- Gain a better understanding and implementation of safety and security during an emergency.
- Test their self-sufficiency capacities.
- Test their performance in the light of relevant guidance documents, rules and regulations.
- Test, analyse, evaluate and improve their standard operational procedures.
- Exchange different equipment, information, command structures and communication tools.
- Been given the opportunity to carry out practical damage and needs assessment.
- Improve their understanding of the role of the Local Emergency Management Authorities (LEMA), in-country humanitarian and crisis management representatives and the other stakeholders in the field.
- Have a better view on the relationship with UN-partners, International Organisations and Non-Governmental Organisations.
- Improve their reporting skills and practice.
- Improve their understanding of hand-over to the LEMA and to the humanitarian partners.
- Improve their communication and negotiation skills.
- Deepen understanding and skills in meeting planning and review of actions.
- Experience working in a multinational team.

Prior to the exercise modules/teams will be expected to submit additional learning objectives that they would purposely like to be incorporated into the EU MODEX, however, this **will not** be expected of the USAR team undertaking reclassification, unless they specifically wish to do so. Any decision to submit additional learning objectives should be discussed with the USAR team mentor and brought to the attention of the IER classifier team leader and should not detract from the objectives of the IER process.

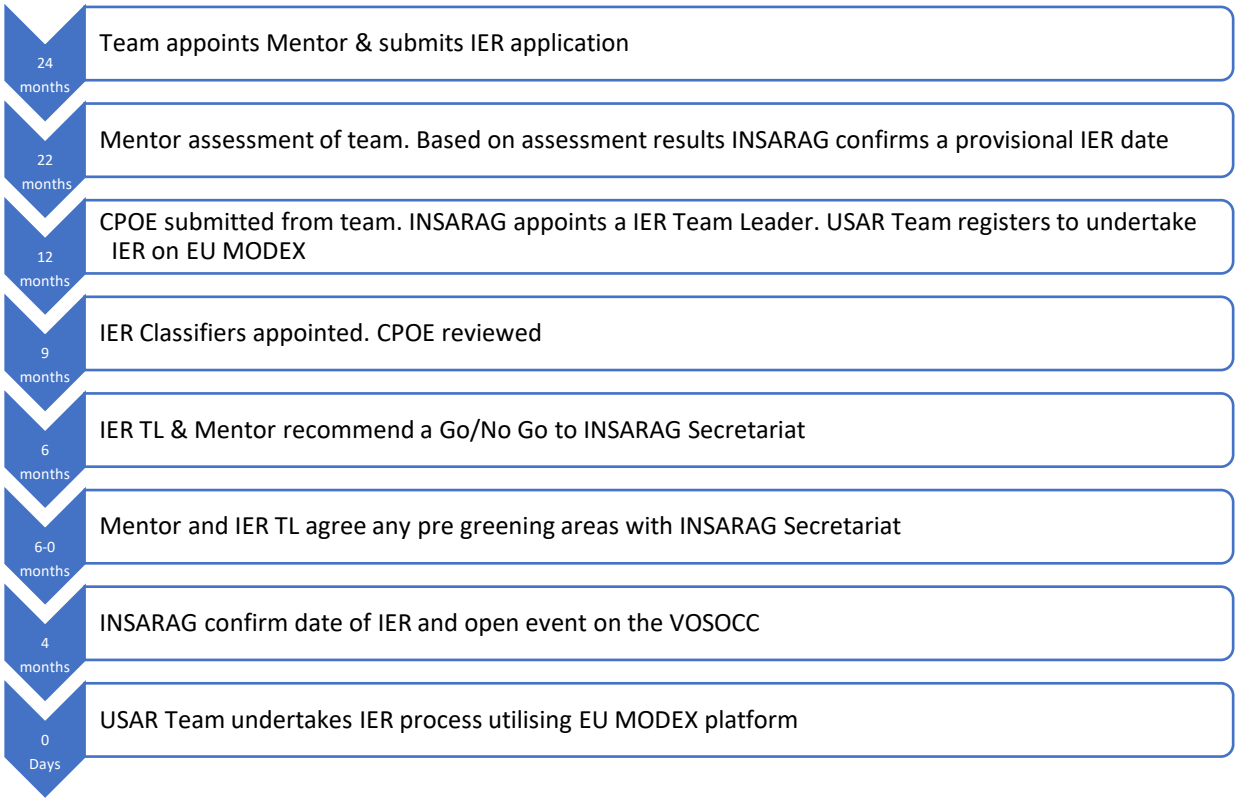
4. IER PROCESS & CONSIDERATIONS WHEN USING THE EU MODEX PLATFORM

The main aim of this section of the handbook is to summarise and explain the key elements of the IER process as stipulated in the INSARAG Guidelines v2020 Volume II Preparedness & Response Manual C: INSARAG External Classification and Reclassification and to provide further clarity and practical guidance for the relevant stakeholders as listed on page 6.

4.1 Key components of the of the IER Process

The INSARAG External Reclassification (IER) is the process required to be undertaken by a previously classified team every fifth calendar year following the original IEC in order to maintain their INSARAG Medium or Heavy classification status. The IER two-year planning timeline (Annex B in INSARAG guidelines Volume II Manual C) outlines the full timeframe that a USAR team needs to adhere to with regard to its IER, but a summarised version can be viewed in Figure 1 below.

Figure 1: IER Process Timeline



4.2 IER Application & Registration to attend the EU MODEX

To maintain its classification status, the USAR team will apply for reclassification to the INSARAG Secretariat at least 2 years in advance of its 5-year anniversary IEC date. At this point the USAR teams INSARAG Policy Focal Point should apply to the INSARAG Secretariat making use of the IEC/R Application Phase 1[5] and indicating their intention to undertake their IER utilising the EU MODEX Platform. This is

[5] Refer to Annex D5 under the Guidelines Annex Volume II, Manual C tabs of the Guidance Notes at www.insarag.org

likely to be well before the dates for EU MODEX are published, so that full consideration can be given to facilitating their request.

To align with new exercise cycles, EC Desk Officers will invite expressions of interest from EU Member States, Participating States and may also invite a limited number of Third Countries that would like to participate in the planned EU MODEX programme. Registration forms from interested modules/teams shall be submitted to the nominated consortium responsible for delivery. The Commission in consultation with the consortium will select modules/teams, based on the number of previous participations in EU MODEX, and the number of certification/reclassification processes required to be undertaken in the given contractual period, with priority given to USAR teams wishing to undertake their IER.

In order to achieve all of the required IER key milestones, the timeline highlighted in table 1 below should be used as a guide to be followed by all stakeholders.

Table 1: EU MODEX/IER Registration Timeline

Months	Stakeholder	EU MODEX
24	Team	USAR team submits their application and indicates their intention to undertake their IER using the EU MODEX platform to the INSARAG Secretariat
24	ERS	INSARAG Secretariat agrees proposed timeline as to when this should take place with the USAR Team INSARAG Policy Focal Point
24-22	ERS	An official communication will be sent to the EC Desk Officer by the INSARAG Secretariat to inform the Commission that the USAR team(s) would like to use MODEX to undertake their IER
22-18	EC Desk Officer	EC Desk Officer will confirm receipt of the request and indicate the number of available options to the INSARAG Secretariat
18-12	EC Desk Officer	EC Desk Officer indicates to USAR EU MODEX consortium the number of teams requesting to undertake IER's using MODEX and proposed timelines.
18-12	Team	Completes EU MODEX registration process confirming their desire to undertake their IER utilising the EU MODEX
12	ERS	INSARAG Secretariat forwards C-POE to the contracted consortium
12	EC Desk Officer	Confirms the USAR team's attendance on the EU MODEX, following the registration process
12	Consortium	Reclassifying teams' mentor, module focal point and representative of the IER classifier team are invited to attend exercise planning meetings.

4.3 USAR Team EU MODEX Engagement

In order to ensure the USAR team is fully engaged with the development and delivery of the EU MODEX/IER, it is a requirement for the nominated module focal point to be present at the EU MODEX consortium's exercise planning meeting(s) which will be held at the planned exercise venue. This will allow the individual exercise sites to be inspected and confirmed as suitable and for specific IER design requirements to be discussed in detail with the consortium representatives, venue managers and

exercise design team. This will also ensure that the USAR team to be re-classified will have a high degree of influence on the exercise design, and ideally the team should also allow sufficient budget for their nominated mentor to also attend the planning meetings. If this is not feasible then it is expected that the module focal point would discuss the exercise arrangements with the mentor and in turn the mentor would update the INSARAG Secretariat and classifier team leader on the exercise arrangements and progress.

4.4 IER Programme

The IER programme is a standardised process, however it remains completely flexible and dependent upon the amount of pre-greening (see 4.22) that has been agreed prior to the exercise phase. Table 2 gives an overview of a standard programme as outlined in Volume II Manual C of the INSARAG Guidelines.

Table 2: IER Programme Outline

Day	Activity
0	• The IER classifier team members will arrive at the designated city airport not later than 17.00 hours. • The IER classifier team leader will schedule a brief meeting in the evening of Day 0 to make introductions and provide a short overview of how the IER will be managed (this is an informal meeting for classifiers only).
1	• IER classifiers and stakeholders meeting • Administrative briefings with the team that will cover the previous 5 years and any outstanding questions on the CPOE. • Physical inspections of documents, records etc • Physical inspection of premises (If the USAR team has provided adequate evidence in its C-POE, this can be optional) • Interviews with key personnel (training manager, medical director, chief veterinarian, focal points • Inspections of the exercise sites to ensure they meet the needs of the checklist. The IER classifier team leader will explain necessary changes if any that are required. • Team planning and preparation to be available for all key aspects of the exercise.
2-4	• Observation of a continuous 36-hour field exercise (as per INSARAG guidelines), although for IERs this can be varied with the approval of the INSARAG Secretariat. During the exercise the IER classifiers will be completing the checklist, and compiling comments on areas for improvement and good practices observed. • They will also update the mentor and EXCON on progress and what areas still need to be assessed at regular intervals. • As the exercise draws near to its conclusion (demobilisation phase) on Day 4, the IER team leader should be in a position to inform the INSARAG Secretariat Representative whether the USAR team has been successful. • The INSARAG Representative may elect to inform the module focal point and mentor unofficially that the USAR team has been successful (or not) in gaining or maintaining

	its reclassification. At this time the IER classifier team will prepare its report (IER checklist and draft of the advisory notes) and if time allows schedule a debriefing with the USAR team management to review its findings.
5	• If a debriefing session was not completed at the end of Day 4, it must be scheduled for Day 5, before the IER classifier team departs. • Most USAR teams elect to include a closing ceremony in the programme, which may be attended by governmental officials and the local media. • The classifier team will usually depart for home locations on the evening of Day 5 or morning of Day 6

4.5 EU MODEX/IER Design

The EU MODEX is designed and delivered by a consortium of countries/organisations/national authorities who are contracted by the European Commission (EC) following a tendering, procurement and selection process. Once contracted the consortium will design, plan, conduct and self-evaluate a specific number of exercises based on simulating responses to international disasters that also allow a USAR team the maximum number of opportunities to demonstrate its response capability and technical capacity as required by the IER checklist. The exercises will be designed and planned to ensure that all of the stated aims and objectives of the European Commission contract, the IER process and the individual participants can be achieved.

4.6 EU MODEX STARTEX

The EU MODEX will usually start with an event(s) triggering a request from the disaster affected country for international assistance through the UCPM. This in turn will generate a response from the respective countries and participating modules/teams. The venue manager will prepare the "triggering event" with a simulated official request for assistance from the disaster affected country and upload it to the VOSOCC [6] at least 2 days (48 hours) before the start of the exercise. It will give details on the given scenario in order to allow all EU MODEX participating teams the opportunity to commence premobilisation planning and preparation.

The modules (including the team under reclassification) can travel by road to the exercise venue with all equipment and personnel but can also mobilise by air or sea. Once they arrive at the border crossing (usually between 1200 and 1400 local time) the coordinates and details of which will be provided on the VOSOCC, the EU MODEX timeline will commence at zero hours (STARTEX - 0 hours) and will continue until the end of the exercise (ENDEX).

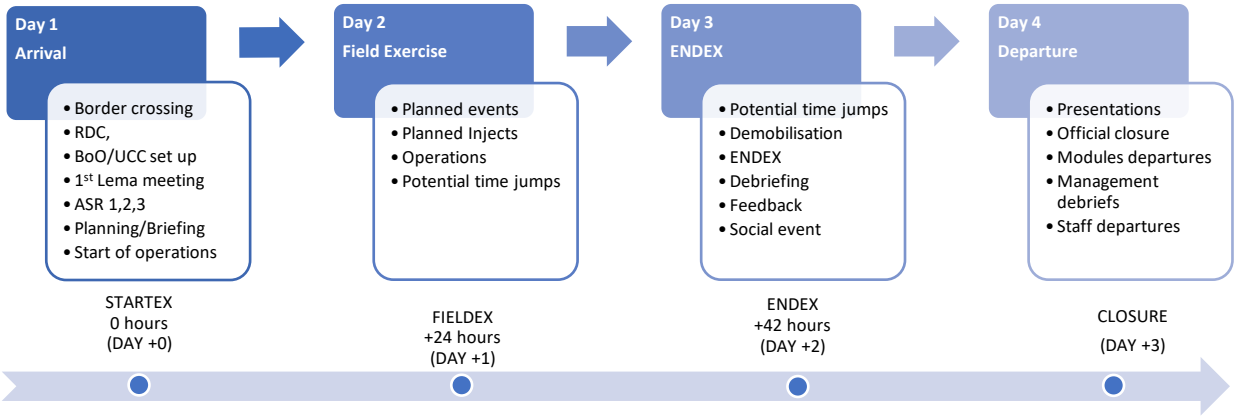
4.7 EU MODEX Duration

The EU MODEX will last a minimum of four days, including arrival and departure days (for some modules, travel time might be longer or may involve arrival one day early depending on their location and possible connections), with non-disrupted exercise play of at least 42 hours of continuous operational activity

[6] The VOSOCC must be used to provide co-ordination information to the modules during their deployment to the affected area.

which will allow and promote multiple workflows where numerous modules are working alongside each other and at the same time. Time jumps will occur during days 3 and 4 and will be used to fully achieve the prescribed outcomes of planned events and to ensure that all of the major phases of the simulated intervention take place as expected during a real deployment, as highlighted in Fig 2 (EU MODEX Timeline).

Figure 2: EU MODEX Timeline



It should be clearly noted that the EU MODEX lasts for a minimum of **42 hours** but the IER process is a continuous **36-hour** (minimum) IEC/R FIELDEX according to the INSARAG Guidelines. This includes **6** hours of response capacity evaluation (non-operational activities) that includes:

- Alert and Activation.
- Recall of the USAR Team.
- Pre-deployment medical screening.
- Pre-deployment logistics check.
- Pre-deployment personal equipment issue.
- Pre-deployment briefings.
- Departure customs and immigration.
- and getting to the point that the USAR Team is ready to "depart".

These activities must be carried out and evaluated before the arrival to the Point of Entry (PoE) / border crossing with the remaining **30** hours used for the operational capacity evaluation which coincides with the arrival at the border crossing (STARTEX). The EU MODEX will therefore last longer than the minimum standard required by the INSARAG guidelines but offers the unique opportunity and advantage of testing two full night-time operational periods.

4.8 EU MODEX Participants

Modules

A defined number of civil protection USAR modules from different EU Member/Participating States and/or third countries and/or other comparable response capacities of the European Civil Protection Pool will be confirmed by the EC Desk Officer as attending the EU MODEX (In addition to the team undertaking the IER process). Each exercise will also have the full participation of several virtual modules which will be role played, and where possible at least one Heavy USAR module, although more may be

able to be accommodated. The number of participants per exercise will relate pro-rata to the number and type of modules participating.

Mentor

It is compulsory for a USAR team to appoint a mentor or a mentoring team, in order to lessen the potential of being unsuccessful in its IER. The mentor will not come from the organisation undertaking the IER and he/she will have the responsibility of providing an independent, unbiased recommendation to the USAR team and INSARAG Secretariat whether the IER exercise should go ahead as planned or whether it should be postponed.

The mentor supports the USAR team's project officer and module focal point for the IER and is responsible for assessing the response capability and technical capacity of the USAR team during the lead up to the actual IER process.

Before the IER exercise, the mentor is responsible, together with the IER classifier team leader and the module focal point for the pre-greening process (see 4.22). The mentor will also have a crucial role in supporting the IER classifier team, the EXCON and the USAR team module focal point[7] during the IER process but should not carry out any coaching activities when the IER process is underway.

IER Classifier Team

An IER classifier team is composed of USAR experts selected by the INSARAG Secretariat from a database that is supported by sponsoring organisations and approved by their respective INSARAG Operational Focal Points[8]. The IER classifier team members provide the required technical expertise to evaluate the various components of a USAR team and are comprised of the following numbers and roles which is dependent upon the type of team being reclassified:

Table 3: IER Classifier Functions & Numbers

Role	Medium	Heavy
Team Leader	1	1
Management	1	1
Logistics	1	1
Search	1	1
Rescue	2	3
Medical	1	1
Total team size	**7**	**8**

Notes on Classifiers:

- The final IER classifier composition will be decided after consultation with the designated IER classifier team leader and maybe reduced or augmented by a number of classifiers in training.
- For IERs taking place using the EU MODEX platform the INSARAG Secretariat will ensure that there is **at least three** (preferably including the TL) of the classifiers selected from teams located within the EU region and who have prior knowledge and experience of the EU MODEX system.

[7] The mentor should not directly coach or support the USAR team once the process has commenced
[8] Each country will have a political and operational focal point that interacts with the INSARAG Secretariat

- At least one member of the classifier team will have completed the INSARAG USAR Coordination Course (UC) and have in depth knowledge and experience of the INSARAG Coordination Management System (ICMS).
- The mandate of the IER team is to ensure the USAR team undergoing the process satisfactorily demonstrates all the competencies and skills required by the IER checklist for the level of reclassification being sought. They will acknowledge that the USAR team operates using their national standards which at least have to comply with the INSARAG minimum standards to achieve the objectives found in the IER checklist, and will observe and analyse in a measured, objective and non-biased manner.
- As peers within the INSARAG community, IER classifiers are expected to uphold the principles and standards established by INSARAG.
- The IER classifiers are required to ensure that USAR operations are conducted safely and therefore cannot disregard or overlook a violation of generally accepted safe practice. If a direct safety concern arises, they can temporarily stop the activity, discuss the matter with the EU MODEX site manager/safety officer until it can be continued in a safe manner. An IER classifier should not stop an activity **UNLESS** there is a direct threat of injury or worse.
- The IER team leader will ensure that minimum numbers of classifiers are in attendance at any given worksite or scenario to ensure minimal impact on the team being reclassified and to maintain the realism of the overall EU MODEX.
- The classifier team may require a section of the exercise scenario to be reset and/or repeated if the tactical operations demonstrated by the USAR team to be re-classified do not meet the current INSARAG minimum standard for USAR operations. The (Chief Exercise Controller) CEC will be flexible in his/her approach where possible, but the following process must be followed:
    - At the earliest opportunity, the classifier team leader will request a meeting to discuss the particular area/evolution with the CEC, following which a number of options will be developed that achieve the desired outcomes of allowing sufficient preparatory time for the logistics arrangements to be put in place to achieve desired changes, without the USAR team being informed and that can be incorporated into the existing timeline.
    - If this is not possible, alternative solutions will be developed to give the USAR team the maximum opportunity to meet the minimum standards required.

4.9 Management of the EU MODEX EXCON

The EU MODEX is designed and managed by a team consisting of consortium staff, venue manager staff, external stakeholders, subject matter experts and facilitators (see EU MODEX USAR management structure in Annex 3). An exercise control (EXCON) team with a minimum of eight people is required to manage the exercise. An Exercise control room will be established at a suitable venue within a reasonable travel distance to the BoO, worksites and accommodation. This space (office, room, or other suitable venue) is kept separate from the exercise participants. It should contain all the equipment, materials and resources that a substantial exercise management team requires to implement the exercise. Additional space will be required for the coach/trainers, certifiers, INSARAG classifiers (if IER taking place), evaluators, observers and EU Commission staff.

The EXCON will be managed by the CEC who has the mandate to manage the exercise and to guide the exercise management team. He/she will keep strategic and operational control of the exercise, by liaising closely with a range of personnel including the venue manager team, exercise director, main trainer, and in the case of an IER taking pace; the IER classifier team and mentor.

The EXCON staff will ensure that a planned series of events (MEL) and injects (MIL) are played at both pre-arranged and flexible timings to simulate as much as possible a real-life response using either real personnel from local/national organisations or actor(s). The CEC can call a temporary halt to the exercise at any time to:

- Change its direction, to speed it up or slow it down to ensure every opportunity for the modules/teams to achieve their learning objectives, IER objectives or overall exercise objectives.
- Pause and guide (if the participants and exercise activities are moving away from the objectives)
- Stop, debrief and reset (if exercise activities move well outside of the intended objectives, or a repeat of a certain activity is required.
- Stop the exercise (in the event of a major safety issue)

The CEC and EXCON staff will be constantly monitoring all elements of the exercise to ensure that injects and events are played in a timely manner. All worksites have a management team controlled by the on-site manager working closely with the site safety manager and the EU MODEX coach/trainer. The on-site manager will ensure that the work sites are prepared and that the role players interact as planned with the participants. The coach/trainer will feedback directly to EXCON on the progress of the participants on each element of the MEL/MIL.

The exercise management team will be responsible for ensuring that all practical arrangements are in place, including:

- Management of real local media, e.g., television and radio networks that express interest
- Provision of communications and information technology (IT) for directing staff
- Use of the Exercise Control Tool which is an information technology platform for the online dynamic management of the exercise, MEL/MIL and all observations and feedback
- Provision of facilitators and support in EXCON
- Planned daily EXCON briefings and meetings
- Provision and briefing of role players and ensuring that they are in attendance at the required times (as per the MEL/MIL)
- Provision and briefing of on-site safety officers who shall be present at each exercise site when operational activities are in progress
- Provision of on-site managers who will supervise the overall preparation of the site, presence of role players, and applied safety and security measures. They will ensure that safety and security rules are understood and followed throughout the exercise
- Provision of a logistics manager, transport and drivers for coach/trainers, certifiers, classifiers, evaluators, quality and assurance staff, observers and EU Commission. Responding to requests for incident logistical support made by the participants, e.g., role play ambulances, consumable deliveries etc.

4.10 EXCON Communication with the IER Classifier Team

During an EU MODEX where certification of a module seeking registration in the European Civil Protection Pool (ECPP) is taking place or where a USAR module is undergoing an IER, a separate and

dedicated briefing will be given by the chief exercise controller and main trainer for certifiers and/or IER classifiers. The aim of this briefing is to clarify details regarding the exercise scenario and timeline and to give an opportunity to introduce all key personnel, ensure understanding of both processes, establish professional relationships and to address any immediate issues and concerns raised by the respective certifier/classifier teams. Table 4 highlights areas that may be considered as agenda items, however, the main aim of this meeting is to set the ground rules to ensure that a continuous dialogue becomes established practice throughout the exercise.

Table 4: EU MODEX / IER Management initial meeting agenda

Responsibility	Subject
All	Introductions and roles
CEC	EU MODEX scenario and timeline
Classifiers TL	IER work plan and key objectives
MFP, VM	Classifier team logistics
VM, MT, CEC	Worksite visits for the classifier team and coach / trainers
CEC, MT	EXCON briefings for the classifier team
CEC, Classifiers TL	Conflict resolution process
CEC	Safety and security planning and any specific rules
CEC, Classifiers TL	Steps to take if an evolution needs to be repeated during the exercise
ED, CEC	Planned VIP or media visits
CEC	Issues that the classifier team should be aware of (do-s and don't-s)
CEC, Classifiers TL	End of EU MODEX feedback plans
All	Any other issues

During the exercise, at least one representative of the IER classifier team will be required to attend all of the daily EXCON briefings. The purpose of these briefings is to ensure effective management of the exercise; that is, momentum is being maintained and the objectives are being achieved. Updates will be given by all key functions including the IER classifier team who will have an opportunity to raise any issues encountered or to request any required support. Short written reports on these briefings will be part of the evaluation process.

Strong and resilient communications between all partners and stakeholders is absolutely vital to keep all key exercise functions informed of progress and developments.

The EXCON staff are responsible for controlling all aspects of the EU MODEX and will be focused on ensuring that the pre-determined events and injects are played in at the appropriate timings and also monitoring all modules / teams progress to ensure that the overarching exercise and learning objectives are being met. In addition, they will also be expected to ensure that the requirements of the IER process are being fully met and therefore will need to both receive information from the classifiers and to remain flexible to any change requests.

The IER classifier team shall maintain a focused approach on the USAR team being reclassified but will also be expected to maintain close communication and cooperation with the EU MODEX staff and fully

engage in the overall aim of delivering a successful exercise for all participants. It is therefore suggested that both EU MODEX staff and IER classifiers ensure that the following areas are considered:

- In order for the EU MODEX to run as per the exercise schedule, it is imperative that the IER classifier team is represented at all exercise evolutions undertaken by the team being reclassified to avoid the need for any unnecessary resets (attendance will be the responsibility of the IER TL).
- That all stakeholders aim to create an atmosphere that promotes a spirit of close cooperation and unity.
- All key stakeholders enter the process fully understanding responsibilities and staff protocols for both EU MODEX and IER processes.
- Communicate clearly and constantly to keep all parties informed of progress, developments and needs.
- Manage any issues that arise in a prompt and professional manner and adopt a creative, adaptive, problem-solving mindset.
- Attend meetings/briefings and raise outstanding issues early and also ensure early notifications are communicated of any required scenario resets of events/injects.
- Maintain a joint understanding of what areas of the IER checklist have been sufficiently observed.

4.11 Relationship between EU MODEX Coach/Trainers and IER Classifiers

During an EU MODEX each module/team will have a number of functionally assigned coach/trainers who will have been selected based on explicit specifications[9] clear terms of reference, nationality, gender, and most importantly, proven experience working in both the INSARAG USAR and UCPM international environments. They will directly observe, analyse and report on the performance of the team. This is carried out with rigour and accuracy as well as a reasonable measure of tact and sensitivity, so that any recommendations based on the observations are defensible and evidence-based. All observations are focused on team activities and outcomes and not on personalities or individual behaviours and are based on professional knowledge and experience. The coach/training team will use a prescribed template that will include:

- The coach/trainers name, the time and the location where any observations were made
- The event/inject number that was presented to the team
- What was observed in the field and why it differed from expected outputs/outcomes
- Any extenuating factors that may have caused the team to take the actions observed

It is expected that the classifiers and the coach/trainers will work closely together during the EU MODEX as there will be many occasions where they will be observing the same evolutions.

It should also be made clear that a coach/trainer will be assigned to the IER classifiers and their primary function is to undertake a liaison role that **supports the objectives of the EXCON** and **fully supports the tasks being undertaken by the IER classifier team** throughout the process. Support may include:

- Understanding the IER classifiers requirements in respect of what they still need to achieve during the IER process.

[9] Refer to selection criteria for coach / trainers and main trainers.

- Ensuring that EXCON is aware of the presence of and availability of IER classifiers at planned scenarios for the team under reclassification.
- Keeping IER classifiers aware of any changes to the promulgated programme. This will be backed up by a dedicated communication channel.
- Keeping IER classifiers updated on the planned injects and what reclassification checklist activities are likely to be performed.
- Maintaining close communications with EXCON and keeping the CEC and MT fully aware of the team under reclassifications progress and any possible resets that may be required.

4.12 Identifying EU MODEX/IER Functions

During the EU MODEX, it is essential to be able to clearly identify exercise staff, their functions and to rapidly differentiate them from participants and role players. This is normally achieved using tabards, and name badges depicting role title (e.g., site safety manager). Table 5 highlights the colour coding of each of the tabards used in the EU MODEX:

Table 5: Tabard Colours for EU MODEX/IER Staff

Red	**EXCON & Venue Manager staff** Exercise staff familiar with exercise organisation but not authorised to have any contact with participating teams
Green	**Coach / Trainers, Module Focal Points & Safety Officers** Exercise staff authorised to intervene with participating teams
White	**EU Evaluators** Staff undertaking Evaluation which are not authorized to intervene directly with participating teams
Blue	**IER Classifiers / EU Certifiers** Mainly observational role but may intervene and communicate with teams under reclassification or certification if necessary
Orange	**Observers, Visitors & VIP's** Observers will be accompanied at all times and are not authorised to intervene with the participating teams or IER Classifiers during the exercise except by prior arrangement with the exercise director

4.13 EU MODEX/IER Scenario

The EU MODEX scenario will contain real-life situations likely to be encountered during actual emergencies. It will be realistic, credible and have enough detail and depth to support the amount of exercise activity that will be needed. National risk assessments, recent disaster trends, previous activations/lessons learned from previous activations of the UCPM, previous exercise cycles and IEC/Rs shall be taken into consideration when developing it.

Before the STARTEX, the scenario (as it stands at the beginning of the exercise) will be described to the participants, so that they can familiarise themselves with the notional situation. This will also be a

written narrative posted to the VOSOCC and supported by additional documentation. Examples might include:

- Maps in digital format
- Official letter requesting international support
- EU Commission/UN OCHA briefing notes
- Media reports
- Weather, and other associated geospatial reports
- Demographic, cultural and religious data
- Security updates and community health profiles
- In country organisational structures and response plans and protocols
- In country contact details.

The scenario will ensure that the USAR team undergoing the IER arrives as the 1st deployed team in a third country, in order to test their border crossing, negotiation and Reception/Departure Centre (RDC) set-up capabilities.

The third country scenario will also include the requirement to interact at the tactical coordination level with the United Nations, UCPM and the affected country counterparts as per a real-life deployment. This could include an UNDAC Operations Manager as a reporting line to the coordination structure from the UCC, EUCPT or in country Local Emergency Management Authority (LEMA) representatives.

4.14 EU MODEX/IER Injects

The IER classifiers will expect to see how the team is able to operate as a team and not as individual functions, and how their tactical operations are focused on victim detection through to victim extrication, therefore, careful thought and development of approximately 120 injects will ensure that deliberately phased and sequenced injects which develop the unfolding scenario and present all participants with issues and problems that require some form of response. These injects are pre-scripted, for introduction at a specified point in the exercise or as and when the CEC chooses. The injects are planned within a Main Event List (MEL) and Main Inject List (MIL) which is used as a guide and not a fixed sequence, and it is suggested that consideration be given to playing in the more technically difficult or those that require the greatest amount of time/resources to set up nearer to the beginning of the exercise to allow opportunities for these to be replayed should they be requested by the IER classifier team.

Each inject within the MEL/MIL will have a unique reference number, a place in the sequence of events and a clear indication of when the team will receive it and how. It will also be supported by a brief description of how the USAR team is expected to respond to it, so that IER classifiers can cross reference it with the indicative standard in the IEC/R checklist.

The IER classifiers, will review the exercise injects in advance of the exercise and confirm that the USAR evolutions in the field provide sufficient scenarios for the IER to be carried out in accordance with the level of the team undergoing the IER.

Interoperability injects between teams involving the USAR team being re-classified must be arranged in such a way that encourages them to act in a supportive role, as it is expected that the team under reclassification must demonstrate full capability at all times, therefore interoperability must be staged to show them supporting other teams, and NOT other teams supporting a deficiency in the team under reclassification.

4.15 EU MODEX/IER Worksites

The choice of exercise worksites shall take into consideration the 42 hours of EU MODEX continuous operational activity and the participation of at least three modules/teams' side by side at the same time. A site manager and a safety and security officer will be present for the entire duration of activities at each working site. The venue manager shall be responsible for the identification of possible work sites or exercise areas where the EU MODEX can take place, and the capacity for numbers of personnel working simultaneously on-site. Where possible, operational work sites will be located within a reasonable travel distance from the BoO, LEMA location and EXCON, so that participants and staff are not travelling excess distances. Ideally distances should be no longer than 30 minutes travel time by road. The following sites should be given careful consideration:

- **Border Crossing**
  A suitable border crossing venue that will replicate an international deployment **outside of the EU Economic or Schengen Zone.** It will include entry into country procedure, including border crossing, interactions with customs and immigrations, requirement to produce documents for personnel and equipment and a meeting with border authorities with the purpose of establishing an RDC. The Team will have one hour to complete border-crossing activities (excluding the RDC set up).

- **Reception & Departure Centre**
  A suitable location to establish and operate an RDC (The RDC will be operational for a minimum of 2 hours).
  - Establishment of the VOSOCC simulation page so that the team can give the location of the RDC
  - Physical and simulated teams will present themselves at the RDC and be processed through the RDC registration process.
  - A meeting with the LEMA representative to receive a situation update, that should include UCC and BoO locations and further tasking.

- **USAR Coordination Cell**
  A suitable location to establish the USAR Coordination Cell (once established the RDC may be stood down within a reasonable time, subject to IER classifier team approval)
  - Arrangement of meetings with a simulated LEMA to acquire local objectives and update on progress.
  - Injects that simulate incoming international USAR teams including submission of relevant documentation and at least two USAR team coordination briefings.
  - The UCC may be augmented with personnel from other teams attending the MODEX but the USAR team being reclassified will be required to play the prominent role in establishing and managing the UCC.

- **Base of Operations**
  A suitable location to establish the Base of Operations
  - The USAR team being classified must be given the opportunity to plan and establish the BoO layout
  - Suitable size e.g., for a Heavy team approximately 50m X 40m
  - Close proximity to worksites (should try to achieve no more than 30 minutes travel time from BoO to worksites)
  - An entry point to the BoO adjacent to main access or travel route

- Provision of facilities to manage waste facilities (grey & black)[10]
- Provision of water supplies (although the reclassifying will still need to demonstrate self-sufficiency in this area)
- Adequate safety and security arrangements

- **USAR Operational Worksites**
  The operational phase of the exercise will be conducted at suitable worksites that provide realistic settings and technical complexity commensurate with the level of reclassification being sought. They must allow for:
  - Provision of structural steel, reinforced concrete, timber, metal plate and metal bars for breaking/cutting operations (see IEC/R checklist for exact dimensions)
  - The technical venues and scenarios will enable the USAR team to demonstrate all technical skills required by the IER checklist, including canine search which is optional for Medium and a requirement for Heavy

  - If a Heavy USAR team is undertaking a re-classification, exercise planning will ensure there are two separate worksites available at any given time. Separate worksites are defined as any worksite that requires completely separate logistical support, and also note that USAR team members will not be permitted to walk between the BoO and worksites or between the worksites[11]. During the first meeting with the LEMA, the USAR team will receive orders to work at two separate locations; two work sites need to be operated continuously throughout the exercise.
  - The venue manager will supply timber, oxygen and other consumables on request (through LEMA) as the USAR team is restricted to the equipment cache with which they would deploy internationally. During the EU MODEX exercise, no other equipment[12] from external sources may be utilised.
  - Lifting & towing: Rigging, lifting and moving steel reinforced structural concrete columns and beams using pneumatics, hydraulics, winches as part of a de-layering operation. Teams are required to lift and move a load with the purpose of gaining access to a victim and also lifting operations with the use of a crane with a capacity to match or exceed the lift requirement of the classification being sought.

[10] Water and waste facilities provided through negotiation with LEMA, but pre-arranged with VM at EU MODEX planning meetings.
[11] As defined within the current INSARAG IEC/R checklist
[12] Due to the expense and certain national requirements, the USAR Team does not need to take the full complement of its medical pharmacy to the IER exercise.

- The provision of patients and props to enable the USAR team to demonstrate its medical component. This includes the requirement to perform a field amputation and dismemberment. It is suggested that a shoulder or hind quarter of beef, lamb, or pork (consideration must be given to any cultural/religious issues) be used. The bone will not be exposed prior to the procedure starting.
- Provision of facilities that will allow the USAR team to conduct a vertical raising and lowering operation, and a system that allows for the movement of a victim from a high point laterally to a safe point below.
- Provision of suitable facilities to allow the USAR team to conduct search and rescue operations and utilise safety equipment in confined spaces.
- Area reconnaissance (ASR1, ASR2) with an analysis of needs leading to an immediate request for rescue support from within the team structure
- Initial search operations (physical, canine, technical)
- Assessments: Structural, risk and hazardous environment assessments, with the development of mitigation strategies
- Structural triage and building marking as per INSARAG guidelines
- Use of communications and IT, including Virtual OSOCC, ICMS, radio, satellite and GPS
- Cutting and breaking: Cutting, breaking and breaching through steel reinforced concrete walls, floors, columns and beams, structural steel, reinforcing bars, timber and building contents.
- Shoring & stabilisation: Analysis and stabilisation of various structural elements.
- Establishment and staffing of a UCC which should also include the set-up and use of the ICMS.

4.16 EU MODEX/IER Worksite Inspection

It should be noted that once the exercise venues have been set up, it is essential that the IER classifier team is able to conduct an inspection of all worksites before the exercise and this will be facilitated by EXCON and the venue manager's team. This professional assessment/inspection is required to undertake a final assessment of each venue's suitability in relation to the IER checklist and to confirm any associated risks and idiosyncrasies. The IER classifier team leader will immediately discuss any issues arising from the inspection of the worksites with the CEC and venue manager. Once the site has been re-inspected and approved, the IER classifier team cannot request further changes.

The venue manager (in consultation with the module focal point) will be responsible for providing and coordinating transport to the various locations requiring inspection. The classifier team members may be required to split up during this process, and therefore the venue manager will ensure that there is dedicated transport available for each group.

During the exercise, the IER classifier team will observe key operations but may not be present throughout every planned evolution, however, the IER team leader and the mentor will closely coordinate timings to be certain that classifiers are in a position to observe all critical parts of the exercise related to the checklist.

4.17 Worksite Monitoring

At each of the exercise sites there will be several key support roles undertaken as well as the attendance of other interested parties at given intervals. These include site manager, safety officer, role players,

coach/trainer, observers, VIP, media and the classifier team. It is imperative that the USAR team to be re-classified has every opportunity to operate as close to reality as possible, and therefore it is vital that the number of supporting/observing personnel be monitored and restricted in the immediate vicinity of the team. This can easily be achieved by constant engagement with all individuals represented in the exercise and all personnel being at the venue before the team arrives and agreeing a unified approach with the site manager that will allow the classifiers to observe what they require in relation to the checklist, from a suitable location. If necessary the classifiers can request the coach/trainer to intervene and remove observers from the immediate vicinity of the worksite if they feel that it is having a negative impact on the team and the IER process.

4.18 Simulated Coordination

A European Civil Protection Team (EUCPT) is either participating in the exercise or role played by UCPM trained staff to establish the supporting coordination platform. In addition, experienced UNDAC personnel are normally part of the EXCON/role player element and will relate with the participants as appropriate to the incident simulation, thereby ensuring realistic interaction with a wider humanitarian response system incorporating the relevant United Nations agencies that would be expected to be present in the scenario that is set. OCHA ERS (UNDAC and JEU units) may advise on identification of qualified UNDAC and environmental experts for EXCON and role player elements and can support with inject development and quality assurance to include humanitarian and environment-related inputs (with a focus on USAR operations).

A USAR Coordination Cell (UCC) will be fully incorporated, with a trained and experienced UCC coach/trainer engaged as part of the exercise team to provide UCC and ICMS guidance and constructive feedback during and/or at the end of the exercise (guidance will not apply to the team undertaking the IER process).

4.19 Role Players

A key function of the EU MODEX is the provision of role players who speak English, where possible, so that the interaction between the USAR team and the role players can be properly evaluated by the IER classifier team. A dedicated role player manager will be responsible for ensuring that role players are trained and fully briefed to ensure that realism can be maintained and that they are able to catch and hold the attention and engagement of the participants, be plausible, and their technical knowledge and experience accurate.

4.20 EU MODEX/IER Costs

All costs related to the design, planning, conduction and self-evaluation of the EU MODEX including the requirement to facilitate the IER process will be included within a contract agreed between the EU Commission and the nominated consortium lead agency. Attending modules are awarded a pre-agreed lump sum towards their costs associated with attending and participating in the exercise. The Consortium will cover all general exercise and logistics related costs with no additional costs being borne by the participating Modules/Teams. The Consortium will not cover travel or accommodation costs related to the participation of IER classifiers, but the Consortium (venue manager) will be responsible for facilitating the logistics arrangements for classifiers wherever possible. Table 6 highlights the EU MODEX/IER costs responsibilities related to the IER classifier team and specific costs related to the IER process that can be considered additional to the normal EU MODEX operating costs.

Table 6: IER Classifier Team Logistical and Financial Implications

Requirement & Cost responsibilities	Classifier	Venue Manager
Flights to host country	x	
Visa (or other entry requirements)	x	
Personal insurance	x	
Transport (Airport pick-ups/drop offs)		x
Accommodation	x	
Dedicated Classifier Transport (exercise related)		x
Food[13]	x	x
Meeting room & infrastructure		x
ID, tabards		x
Provision of cranes or heavy plant		x
Equipment and consumables		x

4.21 EU/MODEX Logistics

The module focal point in conjunction with the IER classifier team leader will ensure that close liaison with the EU MODEX venue manager and the consortium administrative team is established as soon as possible after confirmation of the process, to ensure that all logistics arrangements are in place prior to the commencement of the exercise.

The venue manager will be responsible for all airport pick-ups and transportation to the venue locations and accommodation for all incoming international staff. Throughout the course of the exercise, the venue manager will have a logistics/transport manager that will provide sufficient vehicles and drivers to enable transportation of all exercise staff between all exercise locations and accommodation. A communication system will be established to enable staff members (including IER classifiers) to arrange their transport requirements as required during the exercise.

[13] Classifiers will be responsible for food associated with their accommodation; however, the venue management will provide them with food/drinks for the duration of the exercise.

Communication equipment and processes for the EU MODEX should be tested, prior to the exercise to ensure reliability and stability over all exercise locations for audio and data transmission. However, incoming modules and capacities should be self-sufficient in terms of communications; the venue manager team may be requested to provide UHF/VHF radios, local sim cards or other communications/IT infrastructure in their role as Host Nation Support as would be the case in a real deployment.

Modules may also request access to waste management, potable water and fuelling facilities, this must be pre-arranged during the exercise planning meeting with the venue manager.

It is also the venue managers responsibility to ensure that an office/meeting space for the classifier team which will be used during the entire process has been arranged. As an example, the space can be at the host hotel or in any suitable building recommended by the venue manager, but it must be separated from other undertakings involved with the exercise, so the IER classifier team has privacy to openly discuss issues and complete its reporting and documentation. The space requires:

- Tables and chairs
- Wireless internet access
- LED projector with a connection cord long enough to facilitate moving the cord to multiple positions. If there is not a blank wall, a projection screen will be needed
- Electrical power strips and extension cords to ensure all IEC/R classifier team members have electrical access
- Where an online exercise control tool is being used IER classifiers will be given read-only access to this software.
- A printer that is capable of two-sided printing and access to a copying machine.
- A0 printed and laminated sheets of the relevant IER checklist
- Paper notepads for note taking, pens, stapler and other office supplies
- Access to toilet facilities
- Communication devices with chargers and spare batteries
- Minimally one, and preferably two vehicles dedicated to the IEC/R classifier team (with drivers) to be available 24/7.
- Access to light refreshments (coffee, tea, water)

Once fully established, the logistics information and scheduled logistics arrangements will be confirmed and uploaded by the INSARAG Secretariat for the IER stakeholders on the relevant Virtual OSOCC page.

4.22 EU MODEX/IER Documentation

IER Checklist

The IER checklists (Medium, Heavy), are based on the INSARAG Guidelines, and have been developed by the INSARAG network, to be used by the IER classifiers to ensure that the classification is conducted in a consistent and objective manner. They are reviewed and revised annually and communicated to all USAR teams scheduled for an upcoming IER by the Secretariat. The latest version can be found on www.insarag.org and it is essential that all stakeholders are familiar with the most current version when planning and conducting the IER.

For the IER process only, INSARAG have introduced a Pre-Greening process that can be carried out prior to the physical IER exercise. Following an assessment of submitted evidence, it basically involves the IER

team leader, USAR team focal point and the mentor discussing and reaching a consensus about what elements of the checklist can be signed off in advance and what elements will be observed and classified during the IER exercise. This only applies to section 1-6 of the checklist.

All documentation will be available in both paper and electronic formats and will be sent as soon as possible after they have been finished, but cognisance needs to be given to the fact that there may well be a number of late amendments.

EU MODEX Specific

The consortium will prepare a set of specific documents which will be used as a general framework for all personnel involved in all phases of the exercise. Prior to the start of the IER process the consortium will share the following documents with the IER classifier team:

- General exercise handbook
- Safety briefing document
- Classifier specific briefing document (exercise plan)
- Overarching scenario
- Applicable site cards
- Applicable inject cards
- MEL/MIL

The consortium venue manager will produce the classifier briefing document specifically for the use of the classifier team, although it will also be shared with the USAR teams' mentor and appointed EU MODEX coach / trainer who will work in a liaison role between the classifiers and EXCON.

The briefing document will give details on each of the worksites and how they link to the IER checklist (see fig 3) in a diagrammatic format supported by a brief scenario. The guide will also give detailed instruction on the worksite safety and emergency arrangements.

In addition to the consortium documents, the USAR team being classified will also be requested to provide the following:

Comprehensive Portfolio of Evidence (CPOE)

The IER will always include the submission of a comprehensive portfolio of evidence and a self-assessment IER checklist. The objective is to allow the USAR team to pre-populate sections 1-6 of the IER checklist with the evidence it has gathered in the previous five years.

When the team applying for their IER has indicated to the INSARAG Secretariat that they want to use the EU MODEX as a platform for their IER, they will supply their Comprehensive Portfolio of Evidence (CPOE) in draft and final format as normal within the specified timescale. It is then the responsibility of the INSARAG Secretariat to provide a copy of the CPOE and any subsequent amendments to the appointed EU MODEX consortium and the EC Desk Officer, in order that the consortium and the EC Desk Officer are fully advised and updated on the capabilities and profile of the team.

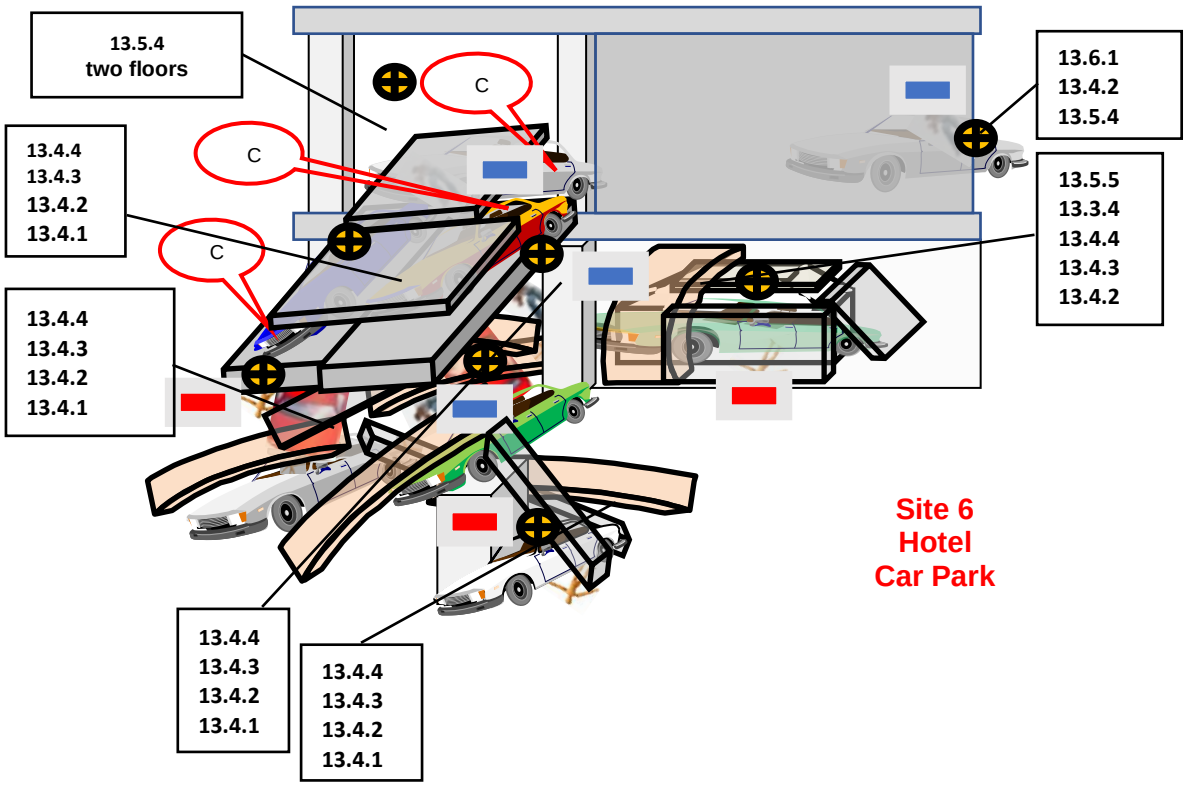
Past IEC/IER Outcomes

The USAR team to be reclassified must inform the consortium[14] of their past IEC/IER performance in respect of previous 'Yellows' 'Annex B Advisory Notes' and any known development areas, as this will

[14] It is expected that the Module Focal Point (MFP) should do this at the stakeholder and planning meetings within the presentation given to the Consortium partners.

inform the EU MODEX consortium of specific areas that may require additional attention in the design and planning phases of the exercise. In that, these areas will need to be set up within the exercise preferably early on in the exercise, and consideration given to the fact that these elements could potentially need a re-set if they are not addressed correctly within the IER.

Figure 3: Example worksite diagram linking to IER checklist



4.23 Safety & Security Arrangements

Safety and security are essential elements in organising missions and field exercises. Each individual whether participant, EXCON, role-player, or observer are responsible for their own safety and the safety of others. The EU MODEX consortium with all its partners is responsible for creating a safe and secure exercise environment.

A specific 'Safety and Security briefing document' will be provided in the appropriate languages to all exercise participants and staff. This must be read carefully and once understood all participants and staff members must sign a print-out of the 'Safety Rules and Right to Privacy Declaration'. Staff and visitors will hand this into EXCON, and for participants this must be handed to the designated coach/trainer at the border crossing.

For each of the operational work sites, a specific risk assessment or conditions and limitations relating to them will have been conducted prior to the exercise by venue manager staff and any significant hazards will be passed on to all participants as part of a pre-entry brief by the venue manager staff as part of the exercise.

All USAR modules are reminded that international best practice standards are stated as a requirement of the INSARAG Guidelines, specifically teams must adhere to requirements for hazardous environments and confined space working in respect of wearing Respiratory Protective Equipment (RPE), and use of air monitoring, and forced ventilation equipment. All teams must also adhere to the guidelines and requirements for on-site decontamination of personnel and decontamination procedures prior to entry to the Base of Operations, ensuring that the Base of Operations is maintained as a clean zone throughout the exercise.

It must be borne in mind by all teams that the Health and Safety Legislative requirement for the Country that is hosting the EU MODEX will apply, and teams must ensure that none of their systems of work will breach the legislative requirements of the host Country. For example, when using petrol driven chain-saws the host country legislation may insist on the use of a certain level of PPE, e.g., ballistic clothing, or high-angle line working may specify a two-rope system and not accept single line working. These elements should be discussed at the stakeholder and exercise planning meetings with the country venue manager.

Any member of the exercise can stop any activity or procedure if they feel that an unsafe situation is about to occur or has the potential to become unsafe by using the wording “No-Play No-Play No-Play” (‘No Play’ procedure). An exercise specific internal emergency number will be allocated in the EU MODEX Handbook relevant to the venue concerned, which will be a 24/7 contact with exercise management at EXCON, specifically for the purpose of No-Play Emergencies only.

A ‘Real-Life’ emergency number will be designated for all EU MODEX, to summon real Emergency Services assistance, relevant to the hosting country: e.g., Fire Service, Ambulance, Coastguard or Police**.** The consortium will ensure a plan for medical evacuation and that a dedicated medical service is available to respond quickly in case of real emergencies during the exercise.

In the event of an accident or near hit occurring, a full investigation will take place by the EU MODEX consortium and venue manager to ascertain all of the facts concerning the incident and to produce a full written report. The use of social media to communicate any details regarding an accident or near hit is strictly forbidden for the purposes of security, individual privacy and to preserve the integrity of any ongoing investigation.

The consortium will ensure that appropriate insurance is in place for the exercise, and that each participating module/team has appropriate insurances in place as per any normal international deployment of their equipment and personnel.

4.24 Completing the IER before the EU MODEX ENDEX

The IER classifier team may complete their assessment of the USAR team before the overall exercise is completed, at which time they may cease observing field operations in order to concentrate on their feedback and reports. The classifier team leader will notify the teams mentor and the INSARAG Secretariat representative, who in turn will notify the CEC. This should have no bearing on the continuation of the exercise, and the USAR team will be required to complete all stages of the EU MODEX. It is recommended that the classifier team refrain from advising the USAR team being reclassified that all of the elements have been examined by the classifiers as there is always the possibility that the team may disengage from fully participating in the remaining elements of the exercise which could also have a negative effect on the other participating modules or capacities.

4.25 EU MODEX/IER Observers

Both the European Commission and the INSARAG Secretariat encourage the participation of external observers from a range of backgrounds and organisations. Observing the process is particularly beneficial for other USAR teams preparing to undergo an IEC/R, and the INSARAG Secretariat may make suggestions to the USAR team to be re-classified about the inclusion of observers.

It is the responsibility of the USAR team/sponsoring organisation undergoing the IER to determine if they will support an observers' programme during its IER exercise and to officially request their attendance with the EU MODEX consortium management team during the exercise planning phase. If a positive response is received, the USAR team/sponsoring organisation will determine how many observers they will support and will issue specific invitations in consultation with the consortium and host venue.

The observer programme should be uploaded on the VOSOCC with the operational and administrative instructions so that potential observers are aware of the level of engagement/observation they can expect. It should also be made clear to potential observers that they may need to attend the USAR teams home country if they wish to observe sections 1-6 of the IER checklist as well as then travelling to the EU MODEX venue.

The EU MODEX consortium will appoint a dedicated Observer Coordinator/ Liaison Officer (LO), which is normally the exercise director, to conduct an observers' briefing at the onset of the activity and to oversee the observers for the duration of the EU MODEX/IER. The observers will be advised that they have been invited to observe and not make comment about the process, the outcome of the process, or to interfere with any of the participating modules/teams, or the classifiers. All coordination must be done through the Observer Coordinator.

All costs associated with the IER observers will be borne by the respective sending organisations and not by the EU MODEX consortium or the USAR team sponsoring organisation.

4.26 End of EU MODEX/IER Wash-Up and Debrief Process

Following the official notification of ENDEX given by the CEC, there will be a post exercise wash-up and debriefing phase involving all of the participants exercise directing staff and classifiers, with the schedule being announced by the CEC during the last day of the exercise. An example of this is shown in Table 7, although it should be noted that timings and sequencing for each exercise may vary to accommodate local arrangements.

Based on the indicative timings, the IER classifier team leader in consultation with the CEC will be encouraged to plan the content and meeting strategy for a 1-hour meeting between the classifiers and the coach/trainers/evaluators prior to giving any feedback to the team being classified, to ensure that a full picture of the team performance has been completed. The schedule in Table 7 allows for a 90-minute IER specific feedback session with the management and key functions of the reclassifying team; if this needs to be extended or shortened the IER TL will discuss with the CEC to ensure that all of the areas listed can be achieved in the allotted timeframe.

Table 7: Example post exercise Wash-up and Debrief process

Time	End of Exercise Evolutions
1100	Coach / trainers to analyse worksite situation, teams on working site "soft closure" of sites All participants should be back in their BoO by 1300Hr at the latest
1300-1400	Meeting between classifiers and coach/trainers
1400-1500	Team hot wash up without coach/trainer (SWOT)
1400-1600	Hot wash Up by EXCON staff
1500-1630	Classifier specific feedback to the USAR team management and key functions
1600-1700	TL + coach/trainer + module focal point will join EXCON for team's feedback
1700-1900	Free-time to prepare for social event
1900-2300	Social event at local venue prepared by hosting country ERS representative may wish to use this event to announce publicly the outcome of the IER
	Teams Departure Day Evolutions
0845	All personnel meet at selected venue provided by venue manager
0900-1100	• CEC feedback on SWOT • Module/team TL speech (5 mins / team) • Certificates and memento presented to each team • Presentation of the EU MODEX film
1100	• Teams free to depart for home countries
1300	Consortium de-brief
1500	Consortium staff departures

4.27 EU MODEX/IER Feedback Process

Lessons identified from previous EU MODEX will be integrated into the current exercise planning, which will then be monitored by quality assurance personnel and exercise directing staff to ensure that they provide added value and benefit to the exercise delivery process.
Throughout the EU MODEX, directing staff will be required to capture any new lessons identified that will be fed into the end of exercise 'Hot Wash-Up', where a decision will be made as to whether these will add benefit to future exercises and if so how they will be integrated as lessons learned.

The EU MODEX coach/trainers will constantly monitor and review the performance of the participants throughout the exercise and will capture information relating not only to areas requiring further development but also areas of good practice. At an appropriate moment following each event coach/trainers may take a time out to provide feedback to the other modules taking part in the exercise, in particular where there is an aspect of safety that needs to be reinforced before any future evolutions. In the case of those **modules undertaking their IER, coach/trainers will not provide any forms of feedback during the exercise** and will only intervene on a point of immediate safety concern. All observations made by the coach/ trainers will be captured in order that there can be a structured verbal feedback to each module/team at the end of the exercise.

The classifier team leader will usually provide the reclassifying team with a verbal debrief of the findings using the comments recorded on the IER Checklist. Before departing the exercise venue, the classifier team will normally complete the written detail on the IER checklist, advisory notes and draft IER report. Should there be issues that require discussion on the final remarks arising from the classifiers, these should be resolved and agreed prior to the departure of the classifier team. The classifier team leader will have maximum 14 days to provide the INSARAG Secretariat with the signed final report including the advisory notes. The INSARAG Secretariat will provide the final report to the USAR team and its sponsoring organisation within a maximum of 30 days of the completion of the IER. The IER report is considered to be 'Restricted', and the INSARAG Secretariat will only make these reports available to the USAR team management, its IER mentor and its sponsoring organisation. The decision on whether to share the report with any third party is at the sole discretion of the USAR team, however, the INSARAG Secretariat and the EU Commission encourages USAR teams to share lessons-learnt and best practices as they can obviously provide a valuable learning opportunity for all USAR teams within the UCPM and INSARAG networks.

4.27.1 IER Classifiers Feedback to the EU MODEX Consortium

Immediately following the completion of the exercise all EU MODEX functions will be invited to complete a SWOT analysis which if possible includes the IER classifier team. This process is crucial to gathering thoughts and views from key staff members in order to create a shared understanding of the exercise and assemble a list of 'lessons identified' which will be used to highlight any potential changes for future IER related EU MODEX. The classifier team is strongly encouraged to identify and report any EU MODEX/IER good practices to the EU MODEX consortium. It is recognised that the classifier team will be focussed on completing their required reports before leaving the host country but their efforts to complete the above will be greatly appreciated.

4.28 Post EU MODEX Social Event including IER Result

The EU MODEX social event provides an important networking opportunity for all participants and directing staff and is usually delivered on the final morning before the departure of the modules/teams.

Although teams are discouraged from organising large-scale events, the use of the EU MODEX social event can present an ideal opportunity for the INSARAG Secretariat representative or classifier team leader[15] to announce the outcome of the IER reclassification process and make any associated presentations. All arrangements regarding timings, content and any technical support required by the classifiers must be agreed with the exercise director, venue manager and module focal point[16] in advance to ensure that the process is acceptable and adequately supported.

4.29 Joint IERs using the EU MODEX platform

The EU MODEX platform can accommodate up to two teams wishing to conduct their respective IERs'. USAR teams planning to undertake a joint IER exercise, are required to submit a written request to the INSARAG Secretariat seeking approval. The INSARAG Secretariat will after consultation with the EC Desk Officer confirm their approval and start discussions with the USAR teams and mentors to ensure that all stakeholders are clear on the following areas:

- Locations and worksites are able to sustain two IERs
- Logistics issues including transport, accommodation, support-staff to sustain both IER processes
- Confirmation that the USAR teams will be required to submit separate documentation including the exercise plan and timeline.
- How the RDC and UCC be staffed and maintained

4.30 Privacy & Confidentiality

All Participants of the EU MODEX, including staff and visitors, will also sign a 'Right To Privacy' disclosure form, stating that they are aware that video footage and still pictures will be taken during the EU MODEX for promotional purposes, and that they consent to their presence on pictures or video footage being used in this way. Confidential and sensitive information is defined as any specific information relating directly or indirectly to those modules/teams, public authorities and agencies taking part in the EU MODEX. All stakeholders will ensure that all information is treated as confidential and if it is not publicly available information then only the actual owners of that information can disclose any part of it.

4.31 EU MODEX/IER Training

To ensure that all stakeholders are fully prepared to plan, conduct and evaluate the EU MODEX/IER they should receive a degree of advance familiarisation training. It is suggested that the following is considered:

[15] This at the sole discretion of the IER Team Leader and Secretariat Representative
[16] Must also be agreed with the USAR Teams Policy/Operational Focal Points

- All stakeholders must read and understand the contents of this Handbook to ensure a greater appreciation of how the two elements of EU MODEX and the IER work together to achieve the best possible outcomes for both the IER process and the field exercise.

- All EU MODEX USAR coach / trainers are selected from personnel who have experience of the IEC/IER process and are therefore fully trained in its application. Any specific information relating to the team under reclassification, or any specific requests of the classifier team will be brought to the attention of all coach / trainers at the exercise planning meeting by the main trainer.
- Online briefings for the classifier team regarding the EU MODEX format can be provided in advance of the IER process taking place by the chief exercise controller and main trainer.

- The wider classifier cadre and INSARAG Secretariat representatives are also encouraged to attend in an observer capacity at any EU MODEX to enable a greater appreciation of how it is delivered.

Table 8: EU MODEX /IER Training

Stakeholder	Subjects	Responsibility
IER Classifiers	EU MODEX should be included on the INSARAG IEC/R team leaders/mentors courses curriculum	ERS and technical working groups
EXCON staff	IER Process outline	CEC
Coach/Trainers	IER Process outline	Main Trainer
Evaluation Team	IER Process outline	Main Trainer

4.32 Evaluation and Quality Assurance

The consortium will undertake a self-evaluation of the planning and conduct of the exercises in order to identify lessons necessary for the continuous improvement of the EU MODEX concept. A team of evaluators will be appointed and be responsible for ensuring that self-evaluation and quality management is carried out throughout the design, planning and conduct phases.

The evaluation team will be using an outcome-based process as an evaluation methodology, which in simplistic terms compares the outcomes of the exercise against its stated aims and objectives. This means that all objectives need to be connected to expected outcomes, which enables implementing qualitative evaluation. Outcome-based evaluation looks at the outcome of design and delivery, applying gap analysis towards the set objectives/outcomes, and aims to answer the question: “did we deliver what we promised?”

Scenarios, events and injects will be targeted at achieving the exercise aims and objectives. Injects, actions or situations that provide greater clarity to an event will be targeted at achieving the prioritised and specific training objectives. The evaluators will compare and analyse the planned scenarios, events and injects with the actual outcomes of the exercise play. The focus of the evaluation will be on the main exercise objectives, defined within scenarios, the MEL/MIL, and in the multi-agency approach.

Any significant good practices or issues raised regarding the EU MODEX/IER process will be shared with the INSARAG Secretariat at regular intervals.

Annex 1: Abbreviations & Definitions

AEME	Africa Europe and Middle East region of INSARAG
BoO	Base of Operations
CEC	Chief Exercise Controller
C-POE	Comprehensive Portfolio of Evidence
DG ECHO	European Civil Protection and Humanitarian Aid Operations
ECPP	European Civil Protection Pool
ENDEX	Completion of the exercise
EC	European Commission
ED	Exercise Director for EU MODEX
ERS	Emergency Response Section of the Response Support Branch, OCHA Geneva
EUCPT	European Union Civil Protection Team
EU MODEX	European Union Modules Exercise
EXCON	Exercise Control
FIELDEX	Term used by INSARAG guidelines to define a minimum 36-hour full field exercise
HNS	Host Nation Support
ICMS	INSARAG Coordination and Management System
IEC	INSARAG External Classification
IER	INSARAG External Reclassification
INSARAG	International Search and Rescue Advisory Group
ISG	INSARAG Steering Group
IT	Information Technology
JEU	Joint UNEP/OCHA Environment Unit (JEU)
LEMA	Local Emergency Management Authority
MFP	Module Focal Point *(Also known within INSARAG Guidelines as Team Focal Point)*
MEL / MIL	Main Event List / Main Inject List – used by EXCON to manage the Exercise flow.
MS	Member State of the European Union
MT	Main Trainer for the EU MODEX
NDMA	National Disaster Management Authority
NGO	Non-governmental organisation
OCHA	United Nations Office for the Coordination of Humanitarian Affairs
OSOCC	On-Site Operations Coordination Centre
PEPM	Pre exercise planning meeting
PoD	Point of Departure
PoE	Point of Entry – relating to Border Crossing
PS	Participating State to the European Union Civil Protection Mechanism
PPE	Personal Protective Equipment

RDC	Reception/Departure Centre
RPE	Respiratory Protective Equipment
RC	Response Capacity
RSB	Response Support Branch
SCC	USAR Sector Coordination Cell
SOPs	Standard Operating Procedures
SWOT	Strengths, Weaknesses, Opportunities, Threats - analysis process
TL	Team Leader
TORs	Terms of Reference
UCC	USAR Coordination Cell
UCPM	Union Civil Protection Mechanism
UN	United Nations
UNDAC	United Nations Disaster Assessment and Coordination Team
UNEP	United Nations Environment Programme
USAR	Urban Search and Rescue
VOSOCC	Virtual On-Site Operations Coordination Centre

Definitions

European Civil Protection Mechanism	The overall objective of the EU Civil Protection Mechanism is to strengthen cooperation between the 27 EU Member States and 6 Participating States in the field of civil protection, with a view to improve prevention, preparedness and response to disasters. When the scale of an emergency overwhelms the response capabilities of a country, it can request assistance via the Mechanism. By pooling together civil protection capacities and capabilities, it allows for a stronger and more coherent collective response.
Module	A 'module' refers to a self-sufficient and autonomous predefined task- and needs-driven arrangement of Participating States' capabilities or a mobile operational team of the Participating States, representing a combination of human and material means that can be described in terms of its capacity for intervention or by the task(s) it is able to undertake. The general requirements of the modules identified by the legislation are defined in Annex II of the Implementing Decision (2014/762/EU). For the purposes of this handbook, it relates to Medium and Heavy USAR Teams
Module Focal Point	For the purposes of this document, the person who will act as the single point of contact for the Module/Team undertaking the IER process. In UCPM parlance it is the same as the Team Focal Point which relates to the INSARAG Guidelines.

Annex 2: Key Stakeholders Responsibilities

The following section gives a brief outline of the main responsibilities for all stakeholders involved in the EU MODEX IER process:

5.1 EC Desk Officer

The EC Desk Officer has the overall responsibility for the delivery of the EU MODEX programme. He/she will supervise the overall process, design, planning, conduct and evaluation of the exercise, including selection of participating teams and will ensure the smooth integration of the IER process into EU MODEX.

The EC desk officer function can be covered by more than one person, 2-3 people may support this function within the Commission.

Registering Applications

The EC Desk Officer will be responsible for sending out invitations to EU Member/Participating States and invited third countries to register an application[17] to participate in an EU MODEX.

Communication between DG ECHO and INSARAG Secretariat

Contact details will be exchanged and maintained between the EC Desk Officer responsible for EU MODEX field exercises and the identified contact person within the INSARAG Secretariat.
EC Desk Officer will maintain close liaison with the INSARAG Secretariat in respect of highlighting upcoming IERs that fall within a planned EU MODEX cycle.

Prioritisation of IER teams within EU MODEX

Subject to timely notification of eligible teams seeking INSARAG reclassification, the EC Desk Officer will prioritise the opportunity for them to utilise the EU MODEX field exercises as a platform to undertake the IER process.

EC Desk Officer will always have the final say in approving which teams will take part in EU MODEX, and will inform the EU MODEX consortium lead, who will in turn confirm with the respective module focal points.

Defining Budget Allocation

In line with budget allocated to EU MODEX field exercises, the EC Desk Officer will indicate within the EU MODEX tender specifications the maximum budget which could be allocated to medium/heavy USAR teams undertaking their IER in EU MODEX. Budget allocation should be discussed in detail and agreed with the consortium lead at an early stage in the exercise planning process..

Early notification to the INSARAG Secretariat of EU MODEX dates and locations

The EC Desk Officer will give early indicative notification of the number of USAR related field exercises that will take place within a given time frame. Following award of the contract to a successful consortium, the agreed dates and locations of USAR EU MODEX exercises, will be communicated directly to the INSARAG Secretariat for onward communication to prospective teams. USAR EU MODEX exercises and dates shall be listed on the training section of the Virtual OSOCC

[17] Applications will be collated by the EU MODEX consortium responsible for USAR

Attendance at Exercise Planning Meetings
The EC Desk Officer will attend the EU MODEX planning meetings and monitor the delivery of the EU MODEX/IER process.

Reporting
- The EC Desk Officer will attend the post exercise debriefing sessions
- The EC Desk Officer will forward any lessons identified from post EU MODEX reports involving the IER process to the INSARAG Secretariat for onward communication to the wider INSARAG network.

5.2 INSARAG Secretariat

The INSARAG Secretariat has the overall responsibility to assemble a suitable IER cadre of experts and for the coordination with relevant stakeholders to ensure the IER preparatory process is on track and ready to be conducted as planned.

Early notification of Teams due and applying for Re-classification
The responsible person within the INSARAG Secretariat will advise the EC Desk Officer at the earliest opportunity of those applicable USAR teams scheduled and confirmed to be undertaking reclassification under the INSARAG system, and the preferred timings within which those reclassifications should take place.

Identification and confirmation of an appropriate Mentor
The INSARAG Secretariat must advise the EC Desk Officer as soon as a team mentor has been selected by the USAR team. They should also advise the chosen team mentor that they are required to liaise closely with the consortium responsible for delivery of the EU MODEX, and the expectation for them to attend the EU MODEX Pre-Exercise Planning meeting and the Field Exercise itself at the cost of the Classifying Team

Selection of Classifiers and Team Leader
Following selection of the IER classifier team and its team leader, the INSARAG secretariat will advise the EU MODEX consortium with the names and contact details along with the requirement to maintain communication and the flow of information between both parties.

Updating Consortium in respect of newly qualified Classifiers
The EU MODEX consortium will benefit greatly from having a continual awareness of the active names of European based IER classifiers, team leaders and mentors. The INSARAG Secretariat should consider regularly updating the EU MODEX consortium to enable personnel to be drawn from this list for the purpose of being used as USAR coach/trainers, as well as UNDAC/JEU experts, subject to them also meeting the additional criteria of the European Commission.

Supporting Mentors and Classifiers to attend MODEX planning meetings
It would be advantageous for the mentors of re-classifying teams and a representative of the chosen classifier team to attend the EU MODEX exercise planning meetings, in order to develop a positive working relationship and encourage active involvement in the negotiations and decision-making process during the exercise planning stage. This will also be the first opportunity to review and visit the exercise venue and proposed work sites, so will be highly beneficial to all. Funding for this is the responsibility of the re-classifying team.

Open a VO Discussion Page on the USAR Team's IER

The INSARAG Secretariat should notify the EU MODEX consortium when the Virtual OSOCC discussion page on the re-classifying team is opened so that they can remain aware of interactions and communications on this page. The EU MODEX will be 'played' on its own page of the VOSOCC

INSARAG IER Checklist

The Secretariat should advise the consortium and the EC Desk Officer regarding any changes or updates that are implemented to the IER checklist or the overall INSARAG reclassification process.

Reporting

The Secretariat reports any significant issues relating to the EU MODEX /IER process at the INSARAG steering group and annual team leaders' meetings.

5.3 EU MODEX Consortium

The EU MODEX consortium is comprised of several partners from different Member / Participating States that are contracted as a group. One of the partners will act as the lead agency that also has the financial and administrative management responsibilities for delivering the contractual obligations of an EU MODEX.

Overall Coordination of:

- Facilitation of incoming classifiers, certifiers and observers with the reservation of accommodation, meals, transportation in close liaison with the EU MODEX venue manager.
- Preparation of presentation material
- Exercise budget lines, including negotiations with hosting country on cost breakdowns
- Ensuring that invitations are sent to the INSARAG focal point, reclassifying team mentor, and representative of the IER classifiers to attend the stakeholder workshop and exercise planning meetings
- Development of EU MODEX documentation and handbooks taking into account the IER checklist
- Analysing the modules, EXCON & coach/trainer reports; and production of a final exercise report for onward reporting to the EC Desk Officer
- Ensure communication lines between all relevant partners i.e., the EC Desk Officer, modules/teams and venue manager teams
- Administrative and practical arrangements for conducting the exercises
- Ensuring that there is a point of contact which is likely to be the chief exercise controller and/or the main trainer, who will be available for participating modules/teams to approach throughout the process
- Ensuring that where IER's are intended, the venues and exercise work sites are capable of exceeding all expectations of the IER process, with the resilience for resetting of scenarios should they be required.

Reporting

- Will compile and report the main outcomes and lessons learnt from the EU MODEX process to the EC Desk Officer
- Will distribute specific lessons learnt to other EU MODEX consortiums

5.4 Venue Manager

The venue manager is appointed by the hosting country and is responsible for the design, planning, and delivery of the facilities, logistics and coordination of all elements of the EU MODEX that will take place within that country.

The venue manager will host all planning meetings and be responsible for:

EU MODEX Venue Planning Team
Establishing a venue planning team and identifying local partners and organisations to participate in the EU MODEX

Detailed Scenario
Contributing to the development of a detailed scenario that will ensure that all stages of a USAR deployment can be tested under realistic conditions and which satisfies all requirements of the IER checklist

Exercise Venues

- Ensuring that suitable worksites are identified and recommended which will effectively support the capability of the venue planning team to host a USAR EU MODEX with an IER, working alongside other attending USAR modules and 'other capacities' as required by the EC Desk Officer.
- Completing risk and environmental assessments. Arranging authorisations, permits and exemptions for sites where necessary.
- Venue manager personnel under the guidance of assigned 'consortium staff' will ensure that all IER worksites have the ability to be reset where possible

Worksite Information
Ensuring that detailed schematic diagrams of all worksites are produced, supported by the guidance from assigned consortium staff, and made available to EXCON Staff and the IER classifier team at least 1 month prior to the EU MODEX taking place. It is necessary to cross-reference all of the proposed scenarios and construction of the worksites against the itemised elements of the IER checklist requirements.

IER Heavy Equipment
Elements of the IER will require the presence of specific heavy plant and qualified operators (e.g., mobile crane with a minimum 5 Tonne lift capability) in order that re-classifying teams have the ability to demonstrate their skills in the management of heavy loads and working in conjunction with a 'crane operative' using internationally recognised signalling systems.

Consumable USAR Materials
Provision of graded timber for USAR shoring systems in close proximity to all worksites. In addition, the module focal point must liaise with the venue manager to ensure the availability of appropriate consumable items required by the team in the performance of their reclassification process, e.g., oxygen cylinders and other consumable items that may need to be replenished as a consequence of their operational processes.

Classifier Support

Provision of IER classifier briefing documents for use by the IER classifier team during the process, e.g., Scenario specific briefing documents, safety and security plan, exercise staff handbook, and A0 laminated copies of the current IER checklist for their use during the exercise.

Logistical arrangements

- Under the direction of the EU MODEX consortium staff, they will arrange for the reservation and provision of accommodation, meals, transportation for classifiers, certifiers and observers.
- Details relating to classifiers travel and accommodation should be posted on the virtual OSOCC page initiated by the INSARAG Secretariat for the reclassification.
- Host nation support for the USAR team being reclassified, potable water, waste management, mobile toilets, etc. These items need to be specified by the USAR team well in advance, and by latest at the exercise planning meeting.
- Arranging social event facilities and security arrangements for the BoO, thus ensuring that equipment is protected during the social event and the closing ceremony.
- Facilitating transport arrangements for all staff and participants attending both events, and dedicated transport provision for IER Classifiers

Overall coordination of

- Role-players and local actors + role-player cards/scripts
- National media, e.g., television, radio and news outlets that may wish to cover the exercise.
- Contingency planning arrangements in the event of perceived risks[18]. In the event of a significant risk materialising then a localised risk assessment and control measures will need to be developed by the venue manger in conjunction with the consortium.
- Communication frequencies and rules for incoming teams/modules and for exercise staff including IER classifiers.
- Licencing requirements for drones / unmanned aerial vehicles, licences and rules of flight
- Advance notification to the local communities through social media of the exercise.
- Pre-planning and logistics arrangements for all attendees to the exercise planning meetings in consultation with the consortium lead
- Host medical evacuation, custom clearance, border crossing information, safety rules during the arrival, other useful information.
- Provision of 'real life' first aid medical arrangements and access to emergency services

Reporting

Reports EU MODEX progress/issues to the EU MODEX consortium Lead

[18] Contingency arrangements e.g., Extreme weather conditions, Global Pandemic, Global travel interruptions, Industrial strike action, Terrorist threats, major medical impact on exercise participants and/or staff, etc.

5.5 Mentor

The Mentor – can be a person or USAR team that is selected by the sponsoring organisation of the reclassifying USAR team and is approved by the INSARAG Secretariat to guide the team in its registration, preparation, and training to undertake the reclassification process.

Pre-IER Exercise

Provide outcomes of any pre-IER exercises that have been conducted in the presence of the mentor that establishes any capability gaps. Any specific outcomes and development areas should be communicated to the EU MODEX consortium in order to anticipate any areas where the team may need additional support within the exercise.

Ensuring that the team is fully prepared to undertake the IER process.

Availability to the EU MODEX Consortium

Mentors must be identified to the EU MODEX consortium at an early stage and an effective line of communication must be established and maintained between them.

Requirements of the USAR Team being reclassified

The mentor must give clear notice to the EU MODEX consortium of any specific training requirements of the USAR Team prior to the Pre-exercise planning meeting in order that the EXCON staff can design appropriate elements into the overall scenario that meets with their requirements.

Ongoing Communications

The mentor should as much as possible engage with the EU MODEX consortium in virtual meetings to enable awareness and discussions in relation to the field exercise preparations and specific elements needed to support the IER process. It would also be advantageous for the mentor to be present at the exercise planning meeting subject to logistical and/or travel constraints. His/her presence will significantly add value to the discussions around exercise planning.

GO/NO GO Decision (6 months before Exercise)

The discussion that takes place between the INSARAG Secretariat, classifier team leader, mentor and reclassifying team management is absolutely critical to ensure that the team does not attend the EU MODEX unprepared for their IER, this will happen in a telephone conference not less than 6 months before the Exercise is due to take place. The mentor must be clear and absolutely sure in his/her recommendations before allowing a USAR team to go forward for reclassification at EU MODEX. The impact on an EU MODEX is significant if an under-prepared team attends the exercise, as this could create numerous resets and could detract from the exercise flow creating unnecessary additional cost and potential disruption for the other modules attending the EU MODEX. If a no-go decision is made by the classifier team leader / mentor, then a decision will need to be taken by the EC Desk Officer whether the USAR team can still attend the EU MODEX for the purposes of further development.

Reporting

Reports updates and progress to the INSARAG Secretariat and EU MODEX consortium

5.6 IER Classifier Team

For team description and composition, please see sect 4.8

Communications with EU MODEX Venue Manager

Effective communications should be established by the classifier team leader with the consortium from the moment that the team is given permission to conduct their IER within the EU MODEX. The module focal point for the reclassifying team must ensure clear and detailed communications of needs with the consortium and the venue manager for the location where the exercise will be staged.

Arrangements for logistical and accommodation support of the classifiers will be facilitated by the venue manager. The IER classifiers must post their travel arrangements and accommodation requirements on the virtual OSOCC page set up by the INSARAG secretariat specifically for the IER. The reclassifying team's module focal point will ensure with the venue manager that the accommodation needed by the classifiers is reserved for their use. The venue manager can also monitor the travel arrangements and accommodation needs of the classifiers on the virtual OSOCC. The venue manager must be absolutely clear what will be needed and must not be caught out or surprised by any last-minute arrangements that may be put in place by the classifiers or the reclassifying team.

Role during the EU MODEX/IER

- Attend pre-exercise briefings with EU MODEX EXCON and introduce the IER classifier team
- Attend pre-exercise coach / trainers briefing with the EU MODEX main coach / trainer
- At least one classifier shall attend all EXCON meetings and provide an update on progress or any issues encountered
- Liaise fully with the coach / trainer assigned as classifier liaison throughout the exercise
- Observe key USAR team activities to complete checklist
- Discuss and agree post de-brief strategy with the chief exercise controller
- Provide end of exercise feedback to the participating modules undertaking their IER
- Participate in the end of exercise debriefing process, including the SWOT analysis

5.7 Module Focal Point

The module focal point will be appointed by the USAR teams sponsoring agency and will contribute to the development of the exercise scenario (including injects) and attend the exercise planning meeting. The nominated module focal point who participates in the planning phase shall be the same person who attends the conduct phase of the exercise alongside the team. It is essential that the right person is selected to undertake this key role. The role includes:

Pre-exercise

- Registration with INSARAG Secretariat to undertake IER using the EU MODEX platform (this may also be undertaken by the team's policy/operations focal point)
- Confirming USAR team module focal point with the consortium and INSARAG Secretariat
- Completing contractual information and returning to the consortium
- Completing and returning module information template + fact sheet
- Completing and returning any learning objectives

- Attending EU MODEX planning meetings and delivering a presentation on their module including capacities, logistics requests, and any limitations in terms of the EU MODEX
- Returning module contract after aligning the budget with the consortium requirements
- Confirming EU MODEX transport arrangements for classifiers and logistical support booked by the reclassifying team.
- Confirming communication frequency requirements with the venue manager
- Maintaining communications with consortium/venue manager/chief exercise controller and main trainer during pre-exercise phase
- Confirming specific logistical requirements with the venue manager
- Ensuring that documentation and other relevant information is passed onto the USAR Team personnel and fully understood. In particular, to ensure that the safety and security briefing is understood, explained in their own language, signed by each member and returned to the nominated consortium representative before commencement of the exercise
- Taking responsibility for ensuring that the usar team personnel have been well briefed and are fully prepared to participate in the EU MODEX

During exercise

- Ensuring that the USAR team is at the agreed border crossing point at the arranged time to avoid any unnecessary delays
- Remaining available at all times during the EU MODEX / IER and acting as the main focal point for the EXCON and the consortium
- Supporting the IER classifier team and acting as the main focal point regarding information on the USAR team
- Monitoring the level of USAR team satisfaction and reporting any discontent/frustration at the earliest opportunity to the chief exercise controller to ensure that corrective action is taken in a timely manner during the exercise.

Post - exercise

- Participating in post exercise debriefing and feedback sessions including the SWOT analysis

Reporting

- Providing updates and feedback reports to the IER mentor, INSARAG Secretariat, EU MODEX consortium and venue manager team
- Reporting to the USAR team sponsoring organisation

5.8 EXCON

The Exercise Control is headed by the chief exercise controller and is a group of subject matter experts (approximately 10 to 12 people) appointed by the consortium to prepare, manage, and deliver an EU MODEX exercise within a hosting country.

Chief Exercise Controller

The chief exercise controller is the person responsible for the effective conduct of the exercise. He/she is the person in charge of EXCON during the conduct phase of the exercise and ensures the speed and flow of the exercise. He/she addresses any issues during the exercise, by monitoring the master schedule of events to ensure the exercise is proceeding according to plan. Where the exercise has

unanticipated actions or resource requirements the chief exercise controller determines how to maintain the exercise flow or bring it back in line. Roles include:

- Overseeing the establishment of the EXCON venue and chairing the introduction meeting which includes a presentation to the classifier team on the scenario, scope, methodology, and overall approach to the EU MODEX.
- Undertaking a critical review of MEL/MIL to ensure inclusion of all elements specified within the IER checklist
- Introducing role players, other organizations involved, and the exercise team
- Presenting overall exercise objectives to all EXCON staff and the classifier team on EU MODEX coordination, communication & safety arrangements
- Responsibility for maintaining the order and professionalism of the EXCON during the conduct of the exercise
- Conducting daily EXCON briefings
- Providing consolidated feedback to modules/teams at the end of the exercise
- Providing advice and support to the classifier team when needed during the EU MODEX.

Main Trainer

The main trainer is a subject matter expert appointed by the consortium who works closely with the chief exercise controller in EXCON, but is primarily responsible for the selection and management of the coach/trainers in the preparation and execution of the EU MODEX exercise. Key roles of the main trainer include:

- Introducing the coach/training team, confirming the specific roles of each coach/trainer and presenting the coaching training process to the IER classifier team
- Coordinating coach/trainer activities to ensure that all exercise activities are fully and effectively monitored.
- Conducting on-site visits to monitor and support the coach/trainer team in the field during the exercise
- Conducting daily feedback sessions with the coach/trainers to ensure that learning objectives are being met and adjusting the scenario accordingly
- Ensuring that coach/trainers provide consolidated feedback to modules/teams at the end of the exercise
- Developing and supervising the use of systems used to monitor modules and interaction by coach/trainers
- Responsible for maintaining discipline and an effective working environment within EXCON, e.g., noise monitoring and appropriate use of breakout rooms
- Supporting updates and continuous development of the coach/trainer exercise control tool and software recording systems to allow appropriate and effective recording of participant activity.
- Consolidation of lessons identified by coach/trainers and feedback to the consortium for the main exercise report within specified timeframes.
- Enabling daily feedback and post exercise feedback to coach trainers on their performance and any areas requiring adaption/improvement.

5.9 Coach/Trainers

Coach/trainers for re-classifying teams will be drawn from an INSARAG classifier background to ensure that the highest possible standards of personnel are available to support the process. In addition, they will also have the required skills to be a coach/trainer[19] and possess appropriate knowledge and qualifications in the UCPM training programme. Roles include:

- Supporting the IER classifier team by undertaking a **liaison** role between the team and the EXCON. They will ensure that EXCON is providing what the classifiers need to see, and also ensuring that classifiers are in the right place at the right time to witness the required elements of the IER checklist.
- Coach/trainers will not interact with the reclassifying team during the exercise, they will observe and capture their observations, but no guidance will be given to the team under reclassification during the exercise.

Reporting

- Any observations captured during the exercise will be provided in written format to the main trainer following the exercise, as required and within the required timelines.
- The assigned Coach/trainer for the IER classifier team will report only on the conduct of the exercise and not on the performance of the team under reclassification.

5.10 Evaluation Team

The Evaluation Team uses the exercise aim and objectives to determine the evaluation criteria and evaluation tools for the exercise. The team is responsible for planning and coordinating all aspects of evaluation and documenting the findings in a post-exercise report. EU MODEX/IER roles include:

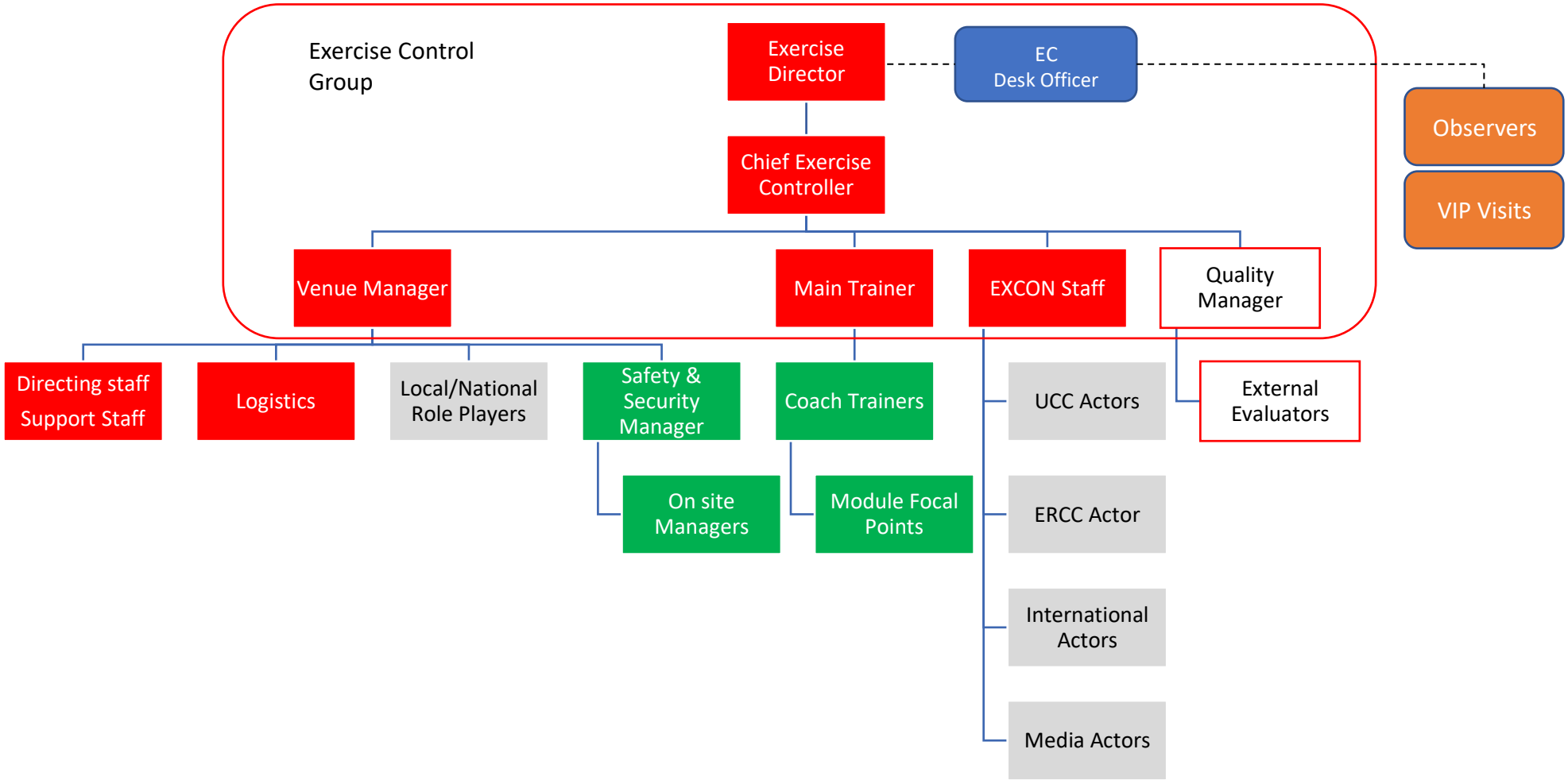
- Delivering a presentation on the evaluation process to the classifier team and the mentor of the USAR team to be reclassified
- Developing performance indicators to measure the overall success of the EU MODEX
- Observing all EU MODEX/IER key areas and using the evaluation strategy to measure expected outputs against the exercise objectives

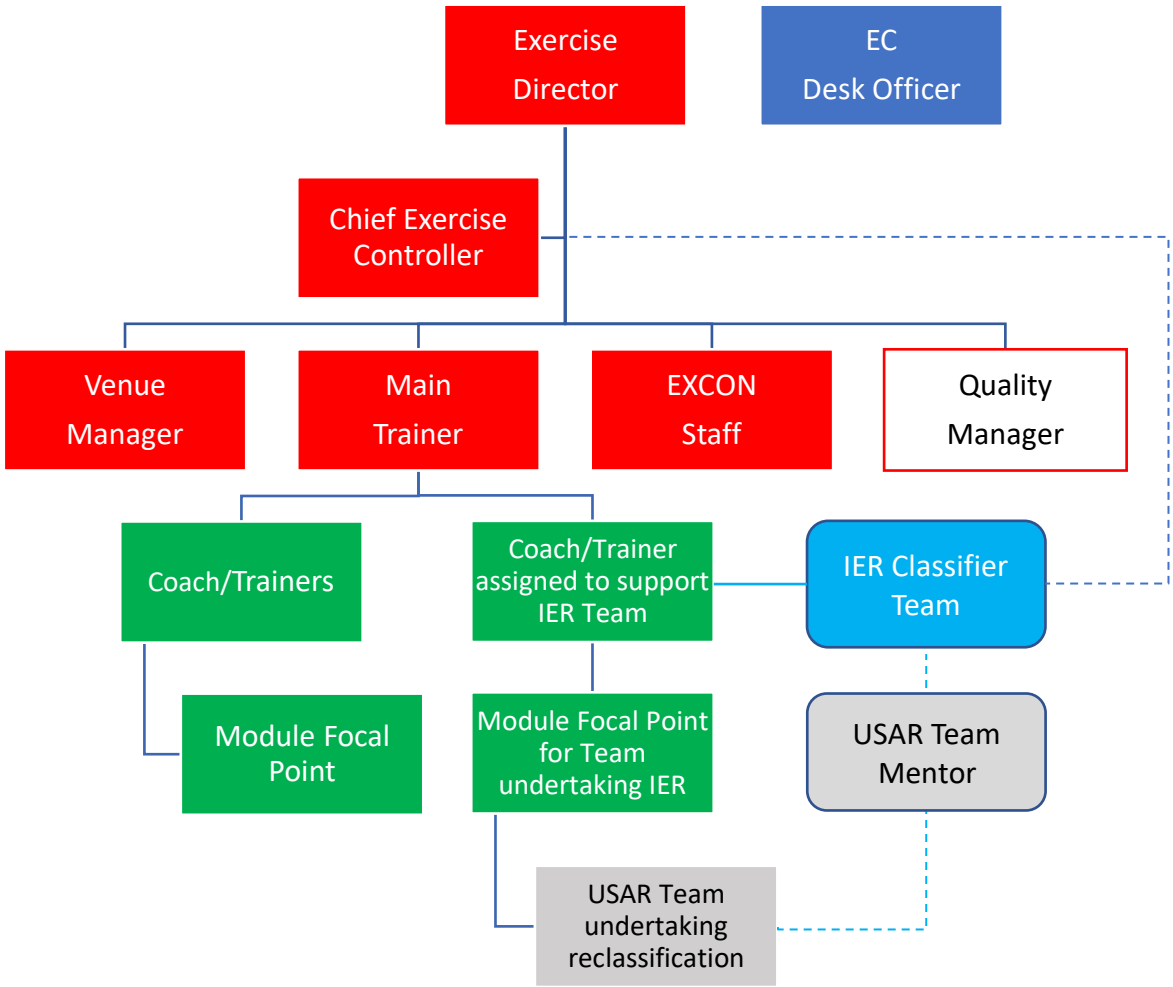
Reporting

- The team will contribute to the EU MODEX report issued by the consortium lead.

[19] See Coach/Trainer Terms of Reference issued by the European Commission

Annex 3: EU MODEX (USAR) Management Structure



Annex 4: EU MODEX IER Management Structure

This organisational structure directly relates to the USAR Modules and how the IER Classifier Team is fully supported by a Coach/Trainer who will act in a liaison role and form a link to/from the EXCON and the IER Classifier Team.