

EADRCC CRISIS STAFFING REQUIREMENTS

1. In a Humanitarian Crisis in which NATO will be involved in the delivery of humanitarian assistance, a number of operational "desks" will be established in the EADRCC.

2. The following assumptions do apply.

2.1 The EADRCC is operational on a 24 hour basis;

2.2 The EADRCC will work in three shifts

2.2.1 05.45 – 14.15;

2.2.2 13.45 – 22.15

2.2.3 21.45 – 06.15 (during this night shift minimum manning will be maintained)

3. Coordination Desk

3.1 The task of the coordination Desk is to keep the management of the Civil Emergency Planning Directorate (CEPD) and other NATO offices abreast of all relevant information on the crisis, and on the EADRCC involvement herein, requirements and national responses. As the overall director of the EADRCC the coordinator supervises the shift leaders and gives them guidance and instructions, in order to improve the overall performance of the EADRCC, and allocates human resources to the functions to be performed by the EADRCC.

3.2 The coordination desk should be manned from 08.00 until 20.00 with one staff officer.

4. Shift Leader Desk

4.1 The task of the Shift Leader desk is to supervise the work of all the desks during his/her shift. He/she maintains a complete overview of the evolving situation and principal activities of the EADRCC. He/she decides what action needs to be taken and assigns responsibilities to the appropriate staff. He/she approves in accordance with existing NATO regulations, all outgoing messages of the EADRCC. He/she receives all incoming mail, decides on its distribution, indicates the actions to be taken and in case of doubt consults with the coordinator. At the end of the shift he/she leaves a list of pending actions for the incoming shift leader.

4.2 The Shift Leader desk should be manned from 05.45 until 22.15 with one staff officer.

5. General Policy Desk

5.1 The task of the General Policy Desk is to prepare EADRCC reports for circulation to the Council/EAPC. This report should be modified as necessary and circulated as a Situation Report to EAPC Nations. The General Policy Desk also prepares as appropriate speaking notes for the ASG SILCEP and daily inputs for the Office of Information and Press.

5.2 During the morning shift (05.45 - 14.15), the General Policy Desk should be manned with two staff officers and during the second shift with one staff officer.

6. Requirements Desk

6.1 The task of the Requirements Desk is to be in constant contact with the nation(s) requiring humanitarian assistance and all relevant international organizations, with the aim of clarifying the outstanding requirements for humanitarian assistance. These requirements for assistance are closely coordinated with the General Policy Desk (as input to the Situation Report) and with the Assistance Desk.

6.2 The Requirements Desk should be manned from 05.45 until 22.15 with two staff officers.

7. Assistance Desk

7.1 The task of the Assistance Desk is to maintain and produce an overview and inventories of donations by EAPC countries and update this on a daily basis, for inclusion in the situation report. In order to achieve this, the desk officers are in constant contact with EAPC Nations. The assistance desk will receive all requests for assistance and circulate them in accordance with established EADRCC procedures to EAPC capitals. In addition, the Assistance Desk is in regular contact with EAPC Capitals and Mission and NATO HQ, to give follow up to requests for assistance from the Stricken Nation and/or relevant international organizations.

7.2 The Assistance Desk should be manned from 05.45 until 22.15 by two staff officers.

8. Transport Desk

8.1 The transport desk coordinates the offers and requests for transport assistance among EAPC Countries, and relevant international organizations. The transport desk receives all requests for transport assistance and circulates them in accordance with agreed EADRCC procedures to all EAPC countries, and provides adequate follow-up. In addition the transport officer will assess the feasibility of transport proposals, and keep the General Policy desk informed on the transport situation.

8.2 The Transport Desk should be manned from 05.45 until 22.15 by three staff officers.

9. Night watch

9.1 During the night watch all relevant incoming information will be monitored and appropriate follow-up provided. In case a situation requires specific assistance from one of the specialised sections, which cannot wait until the following day shift, advice will be asked from the specialised officers by phone. Officers doing the night watch should have a general knowledge of all activities performed by the EADRCC.

9.2 To perform the night watch function adequately, from 21.45 until 06.15 2 full time staff officers need to be present.

10. Liaison with Humanitarian Organization(s)

10.1 The tasks of the Liaison officer with Humanitarian Organizations is to exchange first hand relevant information between the EADRCC and the humanitarian organization

10.2 In order to be able to perform this function a minimum of one full time staff officer will be required.

11. Liaison with the Military

11.1 The tasks of this liaison officer would be to exchange first hand relevant information between the EADRCC and the Military (SHAPE)

11.2 This Liaison function should be performed during the morning and afternoon/evening shift, with always one staff officer present at SHAPE.

12. Secretariat

12.1 This function would include

12.1.1 Receiving incoming mail from all possible sources;

12.1.2 Distribution of mail in accordance with directives from the Shift leader;

12.1.3 Filing of Incoming mail in accordance with established procedures

12.1.4 Processing of outgoing messages; and

12.1.5 Any other secretarial work, including typing and taking dictations

12.1.6 The Secretariat Desk should be manned from 05.45 until 22.15 by two secretaries.