

## Annex 1 - HNS SOP template

No.	Requesting international assistance	Remarks	Action card or SOP produced
1.1.1	Who has the authority to decide to request international assistance?		
1.1.2	When is it requested? Is there a point, which generates this decision?		
1.1.3	Who is responsible for writing the request for international assistance?		
1.1.4	Where are the EU host nation support guidelines forms kept?		
1.1.5	To which organisation does the request go? EU, NATO and/or UN?		
1.1.6	Once the request has been sent, who is responsible for communicating with the organisation?		
1.1.7	Who informs all stakeholders that international assistance has been requested?		
1.1.8	How and when is that information disseminated?		
1.1.9	Who is responsible for acceptance of assistance		
1.1.10	Who is responsible for populating VOSOCC so that incoming teams have up to date information?		
No.	Preparation of arrangements	Remarks	Action card or SOP produced

1.2.1	Who is responsible for preparing the country profile, which includes the national disaster response structure (including emergency command control), operational conditions, environmental/climate issues, cultural and political profiles, etc.?		
1.2.2	Who is responsible for updating this information throughout the emergency?		
1.2.3	Who is responsible for in-country transport? Where does it come from if requested by an incoming team? Is there an agreement arranged with a particular vehicle hire company? Who is it with? Who finances this? Is the liability agreed? If so, with who?		
1.2.4	Should a team require something out of the ordinary, for example a heavy lift crane; who will arrange this? Who will finance this?		
1.2.5	Who is responsible for accommodation (food, shelter and sanitary) if requested by the teams? Is there an agreement arranged? If so, who finances this? Who is responsible for provision of sanitary facilities at the Base of Operations? How is it funded? Can you provide extra tents if necessary? If so, where from? Who finances this?		
1.2.6	Who provides medical support to international teams in times of an emergency? What will be the contingency plans for extra medical help if requested?		
1.2.7	If a request for international assistance includes international medical teams, do you recognise their professional qualifications? Or if additional certification is required, who will provide this and in what timeframe?		

1.2.8	Who is responsible for the communication (terms, systems, limitations, frequencies etc.) for incoming teams? Can radios be provided if necessary? Can satellite phones be provided if necessary? Can technical support be provided if necessary? If so, with who?		
1.2.9	Who is responsible for providing a fuel supply to incoming assistance? Is there an agreement with a particular fuel station outlet? If so, how is it funded? Do the teams receive a card to use? Do they give a registration number if using their own vehicles? Who finances this?		
1.2.10	Who is responsible for providing other logistical support such as timber, oxygen, cargo handling equipment in air/-sea ports, interpreters etc.?		
1.2.11	Who is responsible for waiving national transport regulations? Are the police aware of incoming assistance? Who tells them?		
1.2.12	Who is responsible for waiving tariffs/taxes, tolls, import and other fees and custom duties? Who informs the relevant departments and how? How is this ultimately financed?		
1.2.13	Who is responsible for the waiving, or issue of visas and the management of immigration issues relating to incoming international teams? Are these sanctions applicable if used as a transit country?		
1.2.14	Who is responsible for providing temporary authorisation to the assisting teams to legally operate on your territory? Including rights to open bank accounts, enter into contracts and leases, acquire and dispose of property and instigate legal proceedings?		

No.	Identification of entry points	Remarks	Action card or SOP produced
1.3.1	Who is responsible for identifying entry points to the country (land, air, in-land waters/sea)? Have these been fully researched with capacities, size etc.? Is the list (catalogue) available and shared with all relevant stakeholders?		
1.3.2	Who is responsible for informing all national stakeholders of the national list of possible entry points for incoming assistance as a point of awareness-raising?		
No.	Operational	Remarks	Action card or SOP produced
1.4.1	Who is responsible for selection and establishment of RDC and BoO, for operational communication with the teams/modules and for their integration into local command/control?		
1.4.2	Who is responsible for media and communication?		
1.4.3	In the event of another country wishing to use your country for "transit", who coordinates this?		
No.	Liability	Remarks	Action card or SOP produced
1.5.1	Who is responsible to cover any damage suffered by third parties on its territory caused by assisting international teams, where such damage is the consequence of the assistance.		
No.	Personnel	Remarks	Action card or SOP produced

1.6.1	Who is responsible for identifying, forming and training national Host Nation Support teams/cells including liaison officers (LO)? Who updates the list so that member's personal details are current? Who has responsibility for identifying who has what role and where during the emergency?		
No.	Safety and Security	Remarks	Action card or SOP produced
1.7.1	Who is responsible for developing the safety and security plan for international teams and equipment? Who updates this document?		