

Administrative Arrangement

between

The U.S. Department of Homeland Security

Federal Emergency Management Agency

and

the Directorate General for Humanitarian Aid and Civil Protection of the European Commission

The U.S. Department of Homeland Security, represented by the Federal Emergency Management Agency (FEMA), and the Directorate General for Humanitarian Aid and Civil Protection of the European Commission, hereinafter referred to as “the Participants”,

Considering that natural and man-made disasters are increasing both in frequency and intensity,

Recognising the need for effective disaster prevention, preparedness and response,

Have come to the following mutual understanding:

I. Purpose

The purpose of this Administrative Arrangement is:

- 1) To enhance disaster resilience, reduce disaster risk and improve international disaster response and coordination between the Participants;
- 2) To explore processes and share best practices for facilitating coordination during disasters; and
- 3) To expand the respective knowledge bases concerning prevention (including adaptation to climate change), preparedness, response, recovery and resiliency activities.

II. Scope – Exchange of Information and Cooperation

The Participants intend to create a framework for information sharing and knowledge exchange under this Administrative Arrangement to further foster coordination in disaster management. The Participants intend to:

- 1) Exchange and regularly update relevant information and points of contact (poc) between the FEMA National Resource Coordination Center (NRCC) and the Commission’s Monitoring and Information Centre (MIC) to ensure continuity of contact, dialogue and facilitate coordination when necessary, and to test regularly their respective communication systems;
- 2) During real-time events, share information as much as practical, including exchanging personnel to observe operations where possible;
- 3) Share lessons learned from disasters and exercises on a regular basis;
- 4) Explore methods and share best practices for facilitating the entry of staff and material requested to assist in the response and recovery process following a disaster;
- 5) Invite members from both Participants to participate in relevant conferences, seminars and exercises;
- 6) Exchange information on emergency management best practices including education, training and public awareness, community information and warning systems, community and

organization resiliency (continuity), risk assessment and solutions to promote resiliency to disasters, and to that end exchange relevant experts where appropriate;

- 7) Participate jointly in the development of transnational scenario planning for those events which are likely to cross borders;
- 8) Share information regarding the development of risk planning and preparedness efforts, particularly in the areas of flood prevention and mitigation;
- 9) Share information on programs about enlisting private sector participation within the emergency management continuum – prevention, preparedness, response and recovery; and
- 10) Exchange information regarding the coordination and implementation of citizen-based volunteer programs and efforts.

III. Specific Work Plan

The Participants may jointly decide specific guidelines for each activity contemplated or planned under this Administrative Arrangement. These guidelines, once developed, are to be included as Annexes to the Arrangement.

Contact Points

1. The Participants appoint the following Contact Points:

For the Directorate-General Humanitarian Aid and Civil Protection of the European Commission: Ian Clark, Head of Unit A.5 Civil Protection Policy, Prevention, Preparedness and Disaster Risk Reduction

For the U.S. Department of Homeland Security, Federal Emergency Management Agency: David Trissell, FEMA Attaché to the U.S. Mission to the European Union.

2. Any communication, correspondence or message to be exchanged between the Participants will be sent to the Contact Points.

IV. Financial

This administrative arrangement does not entail financial commitments from either Participant. It is understood that each Participant is to bear its cost deriving from its actions under this Administrative Arrangement. The activities of the Participants under this Administrative Arrangement will be subject to the availability of funds and resources are to be consistent with applicable laws and regulations.

V. Legal nature

This Administrative Arrangement does not create any legal rights or obligations in respect of either Participant.

VI. Commencement, Renewal, Modification and Discontinuance

- 1) This Administrative Arrangement is to be effective when signed by representatives of both Participants;
- 2) Subject to sub-paragraph four, this Administrative Arrangement is to remain effective for five years. Prior to the end of the five year period, the Participants expect to review the contents of this Administrative Arrangement and jointly decide whether to extend it and whether to make any modifications in accordance with sub-paragraph three;
- 3) The Participants may mutually decide in writing to modify this Administrative Arrangement at any time;
- 4) This Administrative Arrangement may be discontinued:
 - a. By either Participant, which should endeavor to provide ninety days advance written notice to the other Participant; or
 - b. At any time with the written mutual consent of the Participants.

Signed in _____ on _____

For the U.S. Department of Homeland Security, Federal Emergency Management Agency



For the Directorate General Humanitarian Aid and Civil Protection of the European Commission