

Common Emergency Communication and Information System (CECIS) 2.0

April 2024

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ACRONYMS

AFFF-P	Aerial Forest Firefighting - Planes
AFFF-H	Aerial Forest Firefighting - Helicopters
CECIS	Common Emergency Communication and Information System
ECPP	European Civil Protection Pool
ERCC	Emergency Response Coordination Centre
DG ECHO	Directorate-General for European Civil Protection and Humanitarian Aid Operations
GFFF	Ground Forest Firefighting
GFFF-V	Ground Forest Firefighting - Vehicles
IKA	In Kind Assistance
MS	Member State
PS	Participant State
rescEU	Reserve of European Capacities
UCPM	Union Civil Protection Mechanism

1. NEW GLOSSARY AND TERMINOLOGY ⁽¹⁾

	Legacy version	2.0 version	Description
General Environment	N/A	CECIS Portal	Portal for accessing CECIS 2.0 tools and interface for Administrators.
	<i>Operational Mode</i>	CECIS Civil Protection	CECIS 2.0 environment for matter related to Civil Protection.
	N/A	CECIS Lite	CECIS 2.0 light version environment, with reduced access to content and features. Does not require TESTA network.
	<i>Training Mode</i>	CECIS Training	CECIS 2.0 training environment. Does not require TESTA network.
	<i>Command Post Exercise</i>	CECIS Command Post Exercise	CECIS 2.0 Command Post Exercise environment. Requires TESTA.
	<i>CECIS Maritime Pollution</i>	CECIS Maritime Pollution	CECIS 2.0 environment for Emergencies related to Maritime Pollution.
User Access Management	<i>General Administrator</i>	General Administrator	User at ERCC responsible for the overall administration of the environment. Manages role of National Administrator.
	<i>National Administrator</i>	National Administrator	User in National Civil protection Authority, responsible for managing roles of Local Administrator and approval/creation of new Organisations.
	N/A	Organisation Administrator	User in a registered Organisation, manages role of User in said Organisation.
	N/A	User	User with access to the system; lowest level of access.
	N/A	Organisation	Organisation approved and/or registered by the National Administrator(s).

⁽¹⁾ Contains terms which are different to the legacy version of CECIS and new terms introduced by the 2.0 version.

Resources Tree - Resource Types	<i>In-Kind Assistance Items</i>	In-Kind Assistance	Resources comprising of physical items, which are not returned.
	<i>Capacities</i>	Response Capacities	Resources comprising teams of staff and equipment, can be deployed to an emergency area and may have an operational commitment in the ECPP or rescEU. (Commonly called “Modules” in the legacy version of CECIS.)
	<i>Experts</i>	Experts	Citizens of the UCPM MS/PS with expertise in Civil Protection and the Disaster Management Cycle, which have been identified as being deployable to a mission.
Resources Tree - Sub-levels	<i>N/A</i>	Component	Each sub-level (sub-type) of categorisation of Resources, under its respective Types.
	<i>N/A</i>	Resource	Resource registered by the user, under the Type and Component(s), which will contain the Units of that Resource to be offered.
	<i>N/A</i>	Unit	Single Unit of a Resource, registered by the user. Units are the items to be offered. Units of In-Kind Assistance have a stockpile.
Emergencies	<i>Emergency</i>	Emergency	Country’s declaration to the ERCC of a sudden event affecting it and with the potential to overwhelm its response capacities.
	<i>N/A</i>	Requesting Country	Country opening/creating the Emergency.
	<i>N/A</i>	Affected Country	Countries affected by the Emergency, which by default is the Requesting Country. In specific cases the General Administrators may edit the list of Affected Countries in an Emergency.
Emergencies - Activation Level	<i>Early Warning message</i>	Pre-Alert (Early Warning)	Activation level of an Emergency, used for Early Warning and Pre-Alerting that a Request for assistance may follow.
	<i>Information transmission</i>	Information Transmission	Activation level of an Emergency, used for sharing information with all UCPM MS/PS.
	<i>Request for Assistance</i>	Request for Assistance	Country’s confirmation of a need for UCPM assistance to address the event(s) which originated the opening of an Emergency. This is considered the Activation of the UCPM.

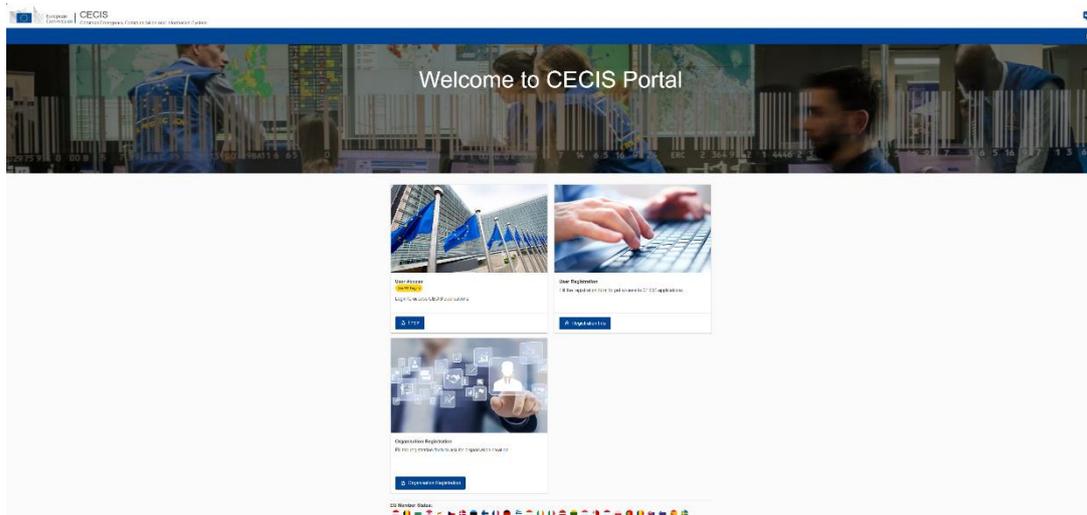
Emergencies – Request for Assistance - Assistance Type	N/A	Response	Request for Assistance that requires a response with In-Kind Assistance, Response Capacities and/or Experts.
	N/A	Advisory Mission	Request for Assistance in the form of an Advisory Mission, which comprises of a deployment of Experts to advise on technical topics related to the emergency.
	N/A	Scoping Mission	Request for Assistance in the form of a Scoping Mission, which comprises of deployment of Experts to assess the possible scope of action of the UCPM in matters identified by the Requesting Country.
	N/A	Prepositioning	Request for Assistance that requires prepositioning of teams with equipment and/or vehicles, for exchange of knowledge and as preparedness for a possible Emergency.
Interface - Emergencies	<i>Emergency – Ongoing Emergencies</i>	Emergency Overview	View of list of Emergencies. By default, shows Ongoing emergencies. Can see emergencies on a map in the Emergency Map tab.
	N/A	Request	Comprises of a list of needed Resources required to respond to the Emergency. Each item in the Request is a Requested Item.
	N/A	Requested Item	Requested Resource within the Request. Requested Item is categorised in the Resource Tree.
	<i>Request Overview</i>	Request Overview	Shows Requests (and Requested Items) within an Emergency, with visual information on quantities offered/accepted and “gap” calculation.
	<i>Offer</i>	Offer	Offered item under Requested Item. Must match the Requested Item.
	<i>Gap</i>	Gap	Difference between requested and offered items. Allows users to know the pending needs.
Offers	N/A	Stockpiling	Refers to the total inventory or supply of a specific Unit of a Resource that is available for distribution or allocation as part of assistance efforts. This term encompasses the quantity of each Unit that has been registered by the user and is ready to be offered as assistance.
	N/A	Capacity per Unit	Refers to the maximum amount, volume, or quantity that a single Unit of a Resource can provide, hold, or support when being offered as assistance.

2. TOOL AND ENVIRONMENT

CECIS is a web-based platform provided by the European Commission for national civil protection authorities to coordinate in real-time cooperation actions, supported by the 24/7 Emergency Response Coordination Centre (ERCC). ⁽²⁾

2.1. CECIS Portal

CECIS Portal is the single-entry point for all CECIS users. General access to CECIS is provided by the portal through an access request system for new users.



There are 3 main functionalities in the portal:

- **Organisation registration**
- **User registration**
- **User Access**

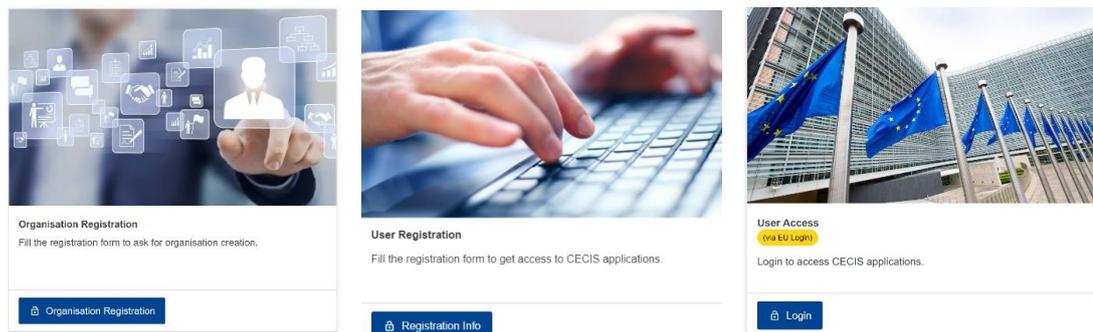


Figure 1: CECIS portal functionalities

⁽²⁾ Decision No 1313/2013/EU of the European Parliament and of the Council of 17 December 2013 on a Union Civil Protection Mechanism.

2.1.1. Organisation registration/update

An Organisation is either a national Civil Protection authority or any other institution or department of a national administration which is authorized by the Civil Protection authority to have access to the environment.

In case an organisation is not yet registered in CECIS, users can register it by clicking on the **Organisation Registration** button in the CECIS portal. The request is relayed to the **National Administrator(s)** which has the responsibility to either approve or reject it.



Figure 2: Organisation registration form.



Name	Phone	Email	Country	Status	Actions
test org request 001	098765432	test-org@gmail.com	AUS TRIA	Rejected	✓ ✕
test org request 001	98765432	test-org@gmail.com	AUS TRIA	Pending	✕

Figure 3: Organisation Request list, where users can approve/reject the requests.

National administrator(s) can **accept/reject Organisation Request(s)** which they have received in the **Organisation Request List** in the administration menu.

National Administrator(s) can see all registered users and Organisations within their country in User List and Organisation List. They can update their general information and assign other privileges. It must be noted that once a privilege is assigned to another organisation (e.g., read only access for emergencies and resources), the Organisation Administrator(s) in that other Organisation are able to assign the same level of privilege to its users. Organisation's forms are divided in four blocks:

- General information
- Groups
- Notifications
- Application privileges

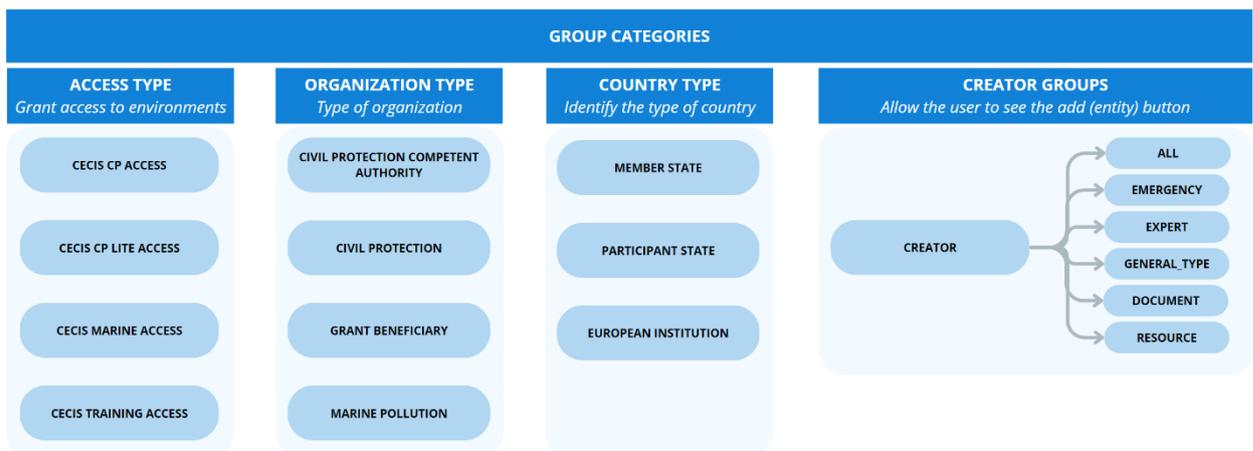
2.1.2. General information

In this section you will find the contact information of the organisation and the country to which it belongs.

Type	Email
Access Request Updated	<input checked="" type="checkbox"/>
Add New Access Request	<input checked="" type="checkbox"/>
Add New Organization Request	<input checked="" type="checkbox"/>
Add New User	<input checked="" type="checkbox"/>

2.1.3. Organisation Groups

As can be seen in the chart below, there are four types of groups to configure the organisations:



- **Access type:** The access type groups will allow Users of the Organisation to access the different working environments: **Civil Protection, Lite version, Training, Command Post** and in the future **Marine Pollution**.
- **Organisation type:** the organizational group aims to identify the authorities competent or related to the civil protection environment, or likely to be able to apply for funds through Union Assistance (Part A, Part B, Grant).
- **Country type:** this type will allow for identification of the organisation in the framework of the: European Institutions, Member State, Participant State or third country.
- **Creator groups:** the creator group allows users to display the options for adding new records to the application. These groups can be combined separately or the **Creator ALL** option can be granted to guarantee all creation privileges.

2.1.4. Notifications

In the notifications section User can define whether the Organisation will receive email notifications. These notifications are divided into categories for the different work environments, including changes related to user management or organisation management. Notifications for the Civil Protection, Training and Command Post environments are further divided into emergencies or resources.

Organisation Configuration

Notifications:

Type	Application	Email
Emergency	CECIS CIVIL PROTECTION TRAINING	<input type="checkbox"/>
Emergency	CECIS CIVIL PROTECTION	<input type="checkbox"/>
Emergency	CECIS CIVIL PROTECTION POST EXERCISE	<input type="checkbox"/>
Organisation management	CECIS PORTAL	<input type="checkbox"/>
Resource	CECIS CIVIL PROTECTION TRAINING	<input type="checkbox"/>
Resource	CECIS CIVIL PROTECTION	<input type="checkbox"/>
Resource	CECIS CIVIL PROTECTION POST EXERCISE	<input type="checkbox"/>
User management	CECIS PORTAL	<input type="checkbox"/>

2.1.5. Application privileges

This section displays the different options relating to read or write privileges for each of the applications to which access has been granted (those applications granted through the access type groups described above).

The screenshot shows a 'Privileges' configuration page with a list of applications and their associated features and permissions. The applications are: CECIS CIVIL PROTECTION, CECIS CIVIL PROTECTION TRAINING, CECIS CIVIL PROTECTION LITE, and CECIS CIVIL PROTECTION POST EXERCISE. Each application has a 'Feature' section with 'Can Read' and 'Can Write' checkboxes. For CECIS CIVIL PROTECTION, CECIS CIVIL PROTECTION TRAINING, and CECIS CIVIL PROTECTION POST EXERCISE, both 'Can Read' and 'Can Write' are checked. For CECIS CIVIL PROTECTION LITE, only 'Can Write' is checked. The 'Can Read' checkbox for CECIS CIVIL PROTECTION LITE is unchecked.

Application	Feature	Can Read	Can Write
CECIS CIVIL PROTECTION	Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CECIS CIVIL PROTECTION	Documents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CECIS CIVIL PROTECTION	Emergencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CECIS CIVIL PROTECTION TRAINING		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CECIS CIVIL PROTECTION LITE	Emergencies Lite	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CECIS CIVIL PROTECTION POST EXERCISE		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Within each of the drop-down options, users can find different sections where they can set these write or read privileges. These sections are related to Resources, documents, or Emergencies, except for the CECIS Lite application, where there will only be privileges related to Emergencies.

Finally, the list of Users registered to that Organisation appears at the end of the form, with the possibility to view their status, last login or add, edit, or delete if they have sufficient privileges, such as Organisation, National, or General Administrators.



The screenshot displays a user management interface. At the top left, it shows "Users 42 results found". To the right is a search bar with the placeholder "Search..." and a blue button labeled "+ Add new User". Below this is a table with the following columns: "EcasId", "First Name", "Last Name", "Email", "Is Blocked", "Expiration Date", "Last Connection", and "Actions". Each column has a small up/down arrow icon. The table contains one row of data. The "Is Blocked" column for this row contains a green pill-shaped label with the text "Unblocked". The "Last Connection" column contains the date "Mar 20, 2024". The "Actions" column contains three icons: a trash can (delete), a red square (stop/delete), and a pencil (edit).

EcasId	First Name	Last Name	Email	Is Blocked	Expiration Date	Last Connection	Actions
				Unblocked		Mar 20, 2024	  

2.2. User registration/update



User Registration

Fill the registration form to get access to CECIS applications.

Instructions and guidance on registration of new user(s) can be found under [user registration](#). Clicking on the [registration info](#) button in the CECIS portal will redirect the user to the explanatory information to create the [EU Login Account](#), mandatory requisite for the CECIS user account creation.

[Registration Info](#)

User Registration

You'll need to create an EU Login to use Cecis portal and access to the differents tools. The EU Login is the Commission's authentication service for you to

Logging in with your EU Login account to the Portal is necessary to use the personalised services and tools available.

Note: Your EU Login account gives you general access, but access to your organisation and data depends on your roles and access rights.

Creating an EU login account

Go to the EU Login register page and enter: [🔗](#)

- ✓ Your first name
- ✓ Your last name
- ✓ Your email address
- ✓ The security code captcha
- ✓ Click the box to agree to the terms of service
- ✓ Click Create an account

An automated email containing the link you need to complete the registration process will be sent to the email address you entered in the form. You see "To

You never got an email with the registration link

It's possible that you mistyped your email address, so you should try to register again. If you typed your email address correctly but you still didn't get an er

Please make sure that the registration link email was not incorrectly identified as spam or junk mail by checking your junk/spam mail folders.

How to log in

Go to the Cecis Portal [🔗](#)

- ✓ Click Access Cecis portal
- ✓ Log in with the email address and password you used to create your EU Login account

Note: Your EU Login username and password are unique to you. Any and all transactions made by your account using your username password are consid
and to change it regularly.

The first time the User(s) access CECIS, they will need to request access specifying their Country and Organisation. Users in CECIS are always related to a country and Organisation.

From that point, an [Organisation Administrator](#) can [accept or reject User request\(s\)](#) received in the [User Request List](#) from the administration menu option shown in the picture bellow.

Ecasid	First Name	Last Name	Email	Country	Organisation	Status	Actions
n0005w7f				EU INSTITUTIONS	DG ECHO ERCC	Custom	✓ ✕

An Organisation Administrator can also define privileges for its registered user(s) by updating their profile. As is the case for Organisations, user information is defined in different blocks:

- General information
- User preferences
- Privileges
- Groups

2.2.1. General information

In this section we will have access to the User's contact information, as well as their type of access. There are different user roles in CECIS 2.0:

User Update

General Information

Created By: Add Role

User Role: General Admin

Country: EUROPEAN INSTITUTIONS

Organisation: DG ECHO/ERCC

Ecas User ID:

First Name:

Email:

Expiration Date:

Last Connection: Mar 29, 2024

Last Name:

Phone:

Is Blocked:

Cancel Save

- **User:** is the standard user in CECIS 2.0. Can manage the system according to personal privileges and those of the Organisation regarding Resources, Emergencies, Requests or Offers, but does not have User or Organisation Administration privileges.
- **Organisation Administrator:** has all the characteristics of the standard user, with the benefit of being able to manage and modify the Organisation to which it belongs, and the users registered in it. Can accept access requests and register Users in its Organisation.
- **National Administrator:** is the next level in terms of privileges. It inherits the privileges of the standard User with the advantage that it can modify and manage any Organisation and User at the national level. It can accept registration requests from Organisations or Users registered organisations within a country. Can also grant Organisation Administrator status.

- **General Administrator:** highest user level defined in CECIS 2.0. This level is reserved for specific people in the ERCC. Has absolute control of the system and can appoint National or Organisation Administrators or respond to any request for registration of an Organisation or User in CECIS.

2.2.2. User Preferences

This section is intended for configuring notifications following the same procedure described in the organisation's notification configuration.

User Update

User Preferences

Language:

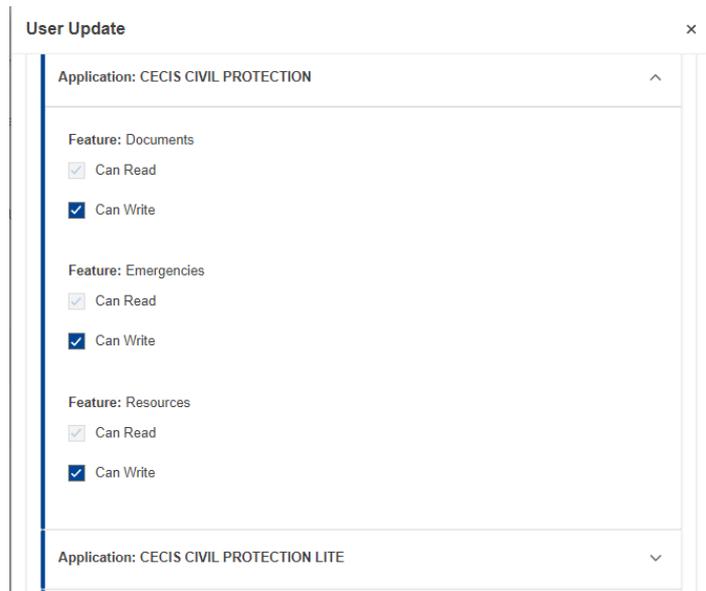
English (en) ▾

Notifications:

Type	Application	Email
Emergency	CECIS CIVIL PROTECTION TRAINING	<input checked="" type="checkbox"/>
Emergency	CECIS CIVIL PROTECTION	<input checked="" type="checkbox"/>
Emergency	CECIS CIVIL PROTECTION POST EXERCISE	<input checked="" type="checkbox"/>
Organisation management	CECIS PORTAL	<input checked="" type="checkbox"/>
Resource	CECIS CIVIL PROTECTION TRAINING	<input checked="" type="checkbox"/>
Resource	CECIS CIVIL PROTECTION	<input checked="" type="checkbox"/>
Resource	CECIS CIVIL PROTECTION POST EXERCISE	<input checked="" type="checkbox"/>
User management	CECIS PORTAL	<input checked="" type="checkbox"/>

2.2.3. Privileges

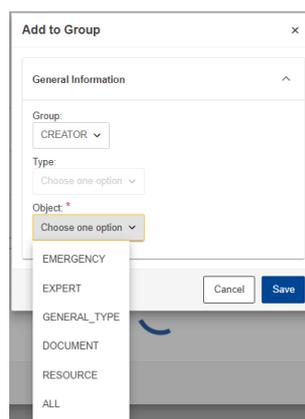
In the same logic as the previous section, user privileges define read or write rights in CECIS 2.0.



These rights are inherited from the organisation level and can be restricted to the user level. This way, an organisation with emergency modification privileges can restrict the access definitions to certain users, allowing them to consult (*read*) but not modify (*write*) emergencies.

2.2.4. Groups

In the same way as with inherited privileges, groups allow a level of customization for the user to add functionalities.



The system allows for the possibility of providing the CREATOR categories with the same definitions described in the groups section, adding extra flexibility to the user configuration.

2.3. User access

An authorised user can access CECIS by clicking on the **User access** block and authenticating with an **EU Login account**. Subsequently, they will be presented with the **CECIS** application's **access** screen. After a successful login, the user will have access to the main menu with the different work environments. As explained in the Organisation management section, access to the environments will be conditioned to the access type groups of the organisation(s). As can be seen below, the four work environments currently available in CECIS 2.0 are:



- CECIS Civil Protection ⁽³⁾
- CECIS Lite
- CECIS Training
- CECIS Command Post Exercise ⁽⁴⁾

⁽³⁾ These environments are only accessible from the TESTA network.

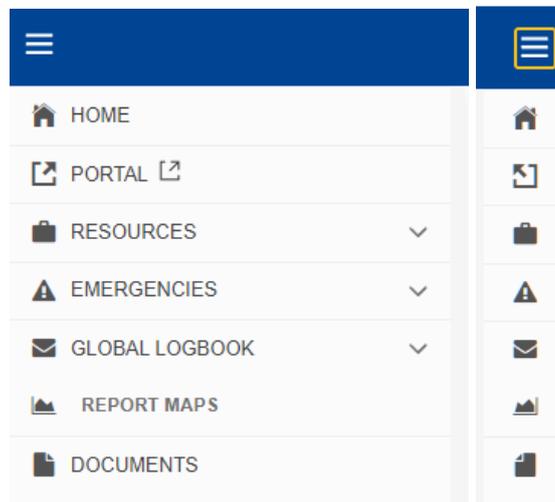
⁽⁴⁾ Ibid.

3. CECIS CIVIL PROTECTION ACCESS



The CECIS Civil Protection (CP) access can be offered to **authorised** users that belong to a Member State or Participant State with access to the **TESTA** network.

The interface of the CECIS Civil Protection (CP) application is divided into two sections. On the one hand we have a contextual menu of options on the left side of the screen, and on the other hand an interactive section on the right side where the forms related to the selected options will be displayed.

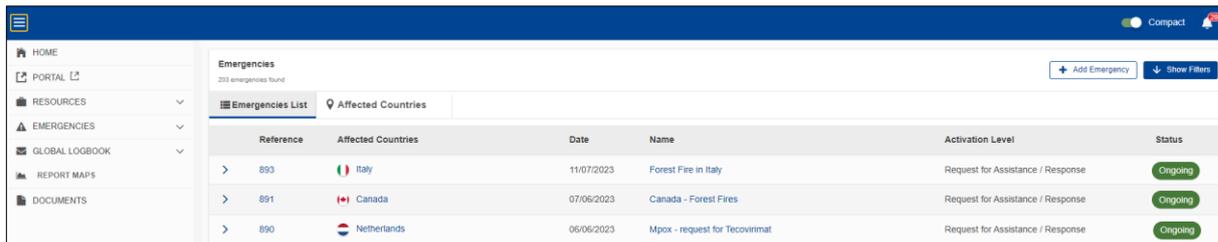


As per image above, the left menu can be expanded or collapsed by using the three-line icon, which shows the following options:

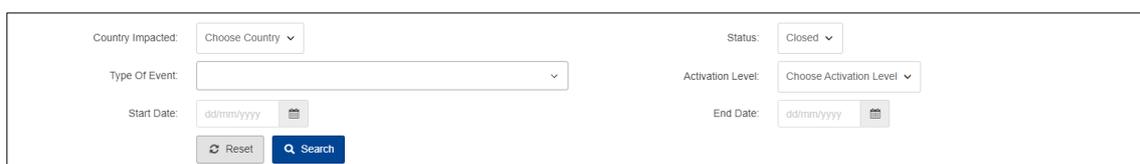
- **Home screen**
- **Portal redirection**
- **Resources**
- **Emergencies**
- **Global Logbook**
- **Documents**
- **CECIS Report**

3.1. Home screen

The home menu displays by default a list of ongoing emergencies, under the *Emergency List* tab.

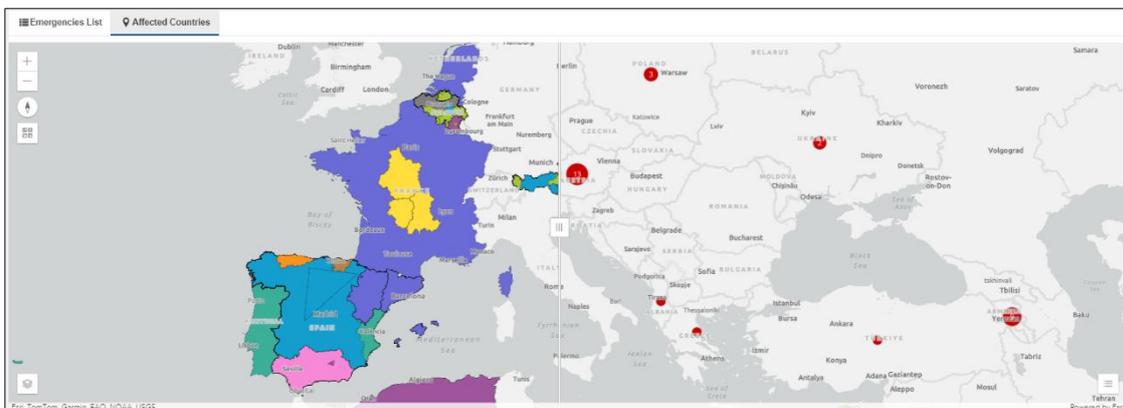


At the top-right corner, users can access different functionalities, such as direct access to creation of new emergencies, by using the *Add emergency* button, or the filter functions, by using *Show Filters*:



By displaying the filter option, users have access to the several search criteria to filter information in the emergency list. Users can filter by affected country, state of emergency, type of event, activation level or specific period of dates.

Additionally, to the right of the tab with the list of emergencies we will have the *Affected Countries* option, where we can see one of the new functionalities in CECIS 2.0, the interactive map.



The CECIS 2.0 emergency overview map tool is made up of two types of maps, as you can see in the image above. The view can be changed from a map with affected areas distributed by colour according to the type of event to a map with emergencies grouped by country that we can drill down to obtain more information.

3.1.1. Map classified by type of event



This map shows a distribution of affected areas with colour ranges depending on the type of event. The icon in the lower left part allows us to display filters related to levels of illness, so we can activate or deactivate the display of emergencies according to our preferences: those that affect an entire country, specific regions or those that have zones affected areas highlighted manually.



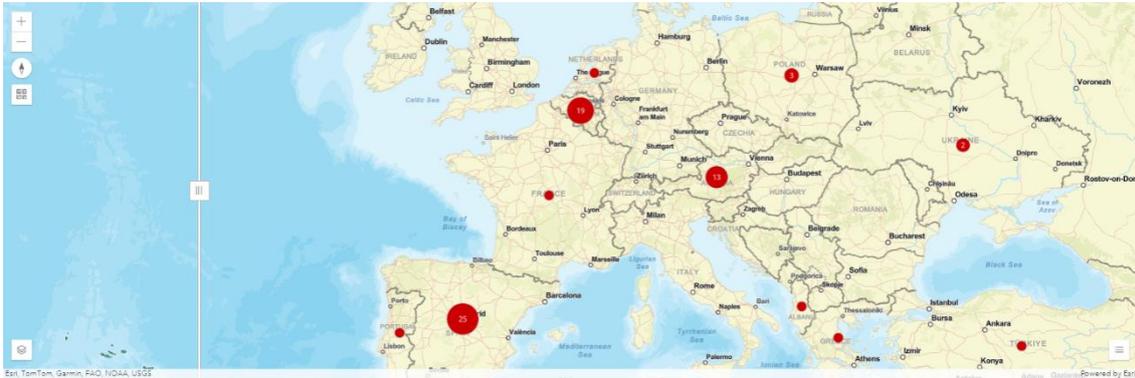
We can also change the base of the map with a wide variety of options using the icon that appears below the compass in the upper left part of the map.



At any time, it is possible to click on an affected area to access an information popup with relevant data on the selected emergency, including the possibility of navigating between several emergencies if they affect a common area. In the upper left part of the popup, we can click on the *Emergency* option to open the page of the selected emergency. We can also click on the zoom to in order to adjust the map view to the selected emergency area.



3.1.2. Clustered map



The clustered map offers us information regarding the number of emergencies per country in the form of bubbles. The number indicated in the bubble is the number of activations that affect each territory and can be selected to display a window with different data views: pie chart, bar chart or a list of emergencies contained in the selection. In the same way as in the previous map model, we can select the emergencies from the list to display the information popup and navigate to the page of the selected emergency.



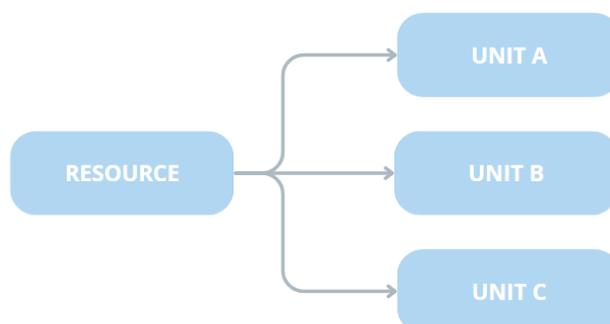
3.2. Resource Section

Resources are one of the fundamental pillars of CECIS 2.0. Unlike the previous version, the emergency management in CECIS 2.0 is structured to ease the request and offer cycle and at the same time, avoid human errors and allow an efficient data analysis to obtain a fast and flexible global vision.

To this end, CECIS 2.0 requires that all assistance requests made must indicate the type of assistance and the quantity required, and all assistance offered by Member States or Participant States must be unequivocally registered in the system in the selected category.

3.2.1. Differences between Resource(s) and unit(s)

A Resource can be comprised of one or several Units and serve to conveniently group different elements within the same category.



For this reason, registration of a Resource in CECIS CP is only complete once Unit(s) is/are added to it.

The resource options can be found in the left menu under the Resource block and includes the following options:

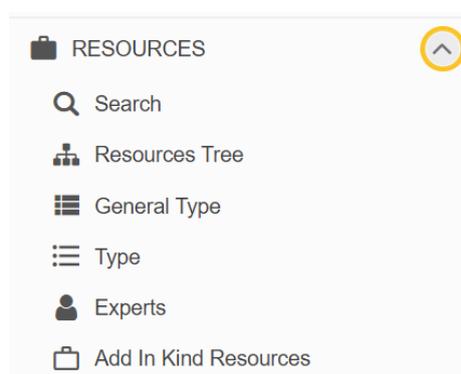
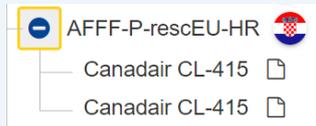


Figure 1: How to access the Resources Tree from the Home screen.



If your response capacity (module) can only be deployed as a whole, then you should register only 1 unit within your resource.

If your response capacity (module) could be partially deployed, then you could consider registering more than 1 unit. For example, an AFFF-P module comprising of 2 Canadair must be registered as 2 units within 1 resource.



3.2.2. Search

The search option will allow us to navigate through the list of units and experts registered in CECIS 2.0. The information can be conveniently searched using the drop-down filters where we can select a wide variety of search criteria such as the country, the Operational Commitment, or the category to which it belongs through the general type and type.

The list will be composed of relevant information such as the unit reference in CECIS 2.0, the country, the name of the unit, the resource to which it belongs, as well as the type to which it belongs and the quantity available. It is important to highlight the availability column, relative to the units within the general type Response Capacities, where we can check whether the unit is operational based on the dates indicated in the filter.

Search

Response Capacities | Response Capacities Map | Experts | Experts Map

units found 429 results [Hide Filters](#)

Search Text:

Country:

Operational Commitment:

General Type:

Type:

Start Date:

End Date:

ID	Country	Unit	Resource	Quantity	General Type	Type	Availability
17447	AUSTRIA	AT/FC/1/ECPP/LFVNOE	FC-ECPP-AT	1	Response Capacities	Flood Response	<input type="button" value="Select Dates"/>
85	AUSTRIA	AT/FRB/2/ÖWR	FRB-AT	1	Response Capacities	Flood Response	<input type="button" value="Select Dates"/>
17448	AUSTRIA	AT/HCP/1/ECPP/LFVSBG	HCP-ECPP-AT	1	Response Capacities	Flood Response	<input type="button" value="Select Dates"/>
17449	AUSTRIA	AT/HUSAR1/ECPP/BMLV	HUSAR-ECPP-AT	1	Response Capacities	Search and Rescue	<input type="button" value="Select Dates"/>

Resources can be filtered by Country, General Type (In-Kind Assistance and Response Capacities), Operational Commitment (ECPP, Other and rescEU) and Type.

In the Experts tab, this Resource can be filtered by Type (Certified and Not Certified), Country, and EUCPT Functions.

The screenshot shows a search interface for Experts. At the top, there are tabs for 'Response Capacities', 'Response Capacities Map', 'Experts' (which is highlighted), and 'Experts Map'. Below the tabs, it says 'Experts found 10 results' with a 'Hide Filters' button. The search area includes a 'Search Text' input field, a 'Country' dropdown menu (set to 'Choose Country'), a 'Type of Expert' dropdown menu (set to '--select expert type--'), and an 'EUCPT Functions' dropdown menu (set to 'Select...'). There are 'Reset' and 'Search' buttons. Below the search area is a table with the following data:

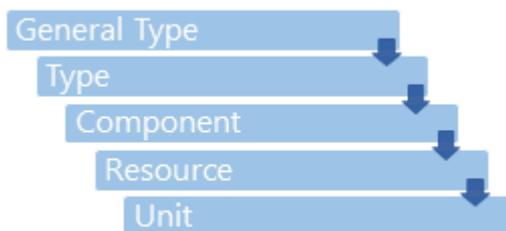
ID	Country	Name
81	GERMANY	Expert-DE-81
121		Expert--121
141	SLOVENIA	Expert-SI-141

Figure 23: Search filters for Experts

For both Response Capacities and Experts there is a map available, which shows where the capacities and experts are located in each MS/PS.

3.2.3. Resources Tree

The Resources Tree provides a tree view of the resources following the structure below:



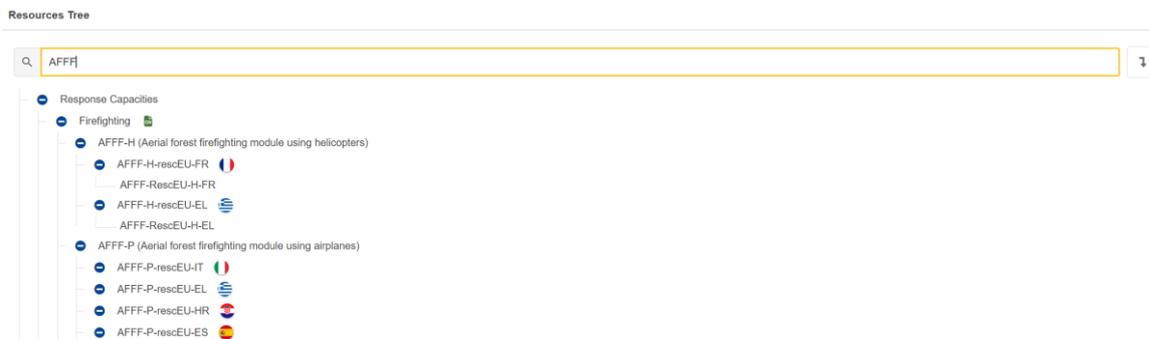
Please note that multiple components can be created expanding the numbers of levels in the tree.

To access the Resource tree, click the **Resources Tree** option in the left menu. The tree includes a dynamic search functionality by typing at the top.

The screenshot shows the 'Resources Tree' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Filter'. Below the search bar, there is a list of resources with expandable icons (circles with arrows) and the following text:

- In-Kind Assistance
- Response Capacities

This functionality filters and displays the levels that contain the entered text, searching from its type and component to its resource and unit.



The icon at the top right allows you to expand or collapse the entire tree in a single click.

3.2.4. Resource(s) and Unit(s) form

All resources, regardless of whether they are In-kind Assistance or Response Capacities, have a path at the top of their form where users can identify in which component and level of the tree they are located.



The resource form is divided in 3 tabs:

- Details
- Units
- Attachments

3.2.4.1. Details

The details tab is divided in three parts or blocks:

- **Resource information:** shows information related to the resource registration.

Resource Information	
Reference:	33
Created By:	FRANCE / Ministère de l'Intérieur - Centre Opérationnel de Gestion Interministérielle de Crises (C.O.G.I.C) / Legros Olivier
Created Date:	23/06/2023 21:35:37
Modified By:	
Modified Date:	

- **Resource details:** Displays the details of the created resource, such as the country, its Operational Commitment, name, description, and an auto-generated standard code.

Resource ^

DESCRIPTION

Country: * FRANCE v

Operational Commitment: * rescEU v

Name: * AFFF-H-rescEU-FR 134

Code: Canadair-FR-R-12933 234

Description: * AFFF-H-rescEU-FR v

- **Map:** Shows the location where the resource is located.

3.2.4.2. Unit(s) and unit form

This tab will allow us to view and manage the units contained in the resource. From here you can add new units, edit or delete existing ones.

Details | **Units** | Attachments

Units + Add Unit

1 units found

Reference	Name	Status	Actions
> 12973	AFFF-RescEU-H-FR	Published	✖ 👁

Items per page: 25 ⏪ ⏩
Showing 1–1 of 1

Unlike resources, units have different configurations depending on whether they belong to In Kind Assistance or Response Capacities. The modules or equipment are predefined to have availability control based on dates while other merchandise or consumables are predefined to have stock control. Both configurations allow us to avoid errors when making offers for the required assistance, so that if there is not enough stock, or if the equipment or module is not available at that time, the offer will not be possible. Also, we could find a Deployment history tab to track the unit deployments.

Both examples can be seen in the following images:



Unit details

The unit details form is divided into three parts or blocks:

- Unit management
- Unit information
- Unit details

Unit management: The unit management block will show the available options marked as can be seen in the image below. In total there are four different options:



Unit Management

Availability Status: Expiration date:
Maintenance period: Consumable:

- **Availability control:** used by modules and teams, this control will allow managing the availability of the modules according to their deployments.
- **Expiration date:** allows to define a deadline for the product's expiration date. Those resources whose expiration date is before the current date will be shown as "Expired".
- **Maintenance period:** allows establishing a maintenance period for units that require it. In this way, when an item with this specification returns to its origin, it will not be available until it is indicated that the maintenance period is over.
- **Consumable:** this characteristic indicates that the item cannot be reused and once sent, the quantity will disappear from availability.

Unit information

In the same way as in resources, the Unit Information block shows information related to the registration of the unit in the system.

Unit Details

In this section we will find detailed information about the unit. The displayed fields will vary depending on the type of resource and will, in turn, be conditioned by the specific factsheets for their type. Downloading this factsheet will be possible through the icon that can be found to the right of the block header.



Unit Generate PDF

GENERAL INFORMATION

3.2.4.2.1. Availability Status

In this section we can observe and define the availability of the unit. By default, the system is positioned on the current date, but this can be varied using the calendar on the right side.



Details Availability Status Deployment history

Availability Status Apr 2, 2024 + Add Unavailability 04/2024

2024-04-01 no info

-- Select an emergency --

It is possible to enter manual periods of unavailability through the *Add unavailability* button for reasons other than the offer or deployment in an emergency.

Create a new unavailability

Fill the unavailability information

Start Date: dd/mm/yyyy

End Date: dd/mm/yyyy

Emergency/Offer: [Dropdown]

Reason*: Enter the reason

Buttons: Cancel, Save

3.2.4.2.2. Stockpiling

This section is dedicated to controlling the availability and status of the different items offered through the course of a UCPM Activation. Note that this tab is not applicable to ECPP capacities, where the quantity of each Unit equals to one. The same applies to rescEU AFFF capacities.

Details **Stockpiling** Deployment history

Stockpiling Information

Quantity available: 50000

Quantity offered: 0

Quantity accepted: 0

Quantity deployed: 0

Quantity delivered: 0

Stocks
1 Stocks found

+ Add stock Delete from stock

Quantity	Date	Action
50000	22/12/2023 14:43:29	Added

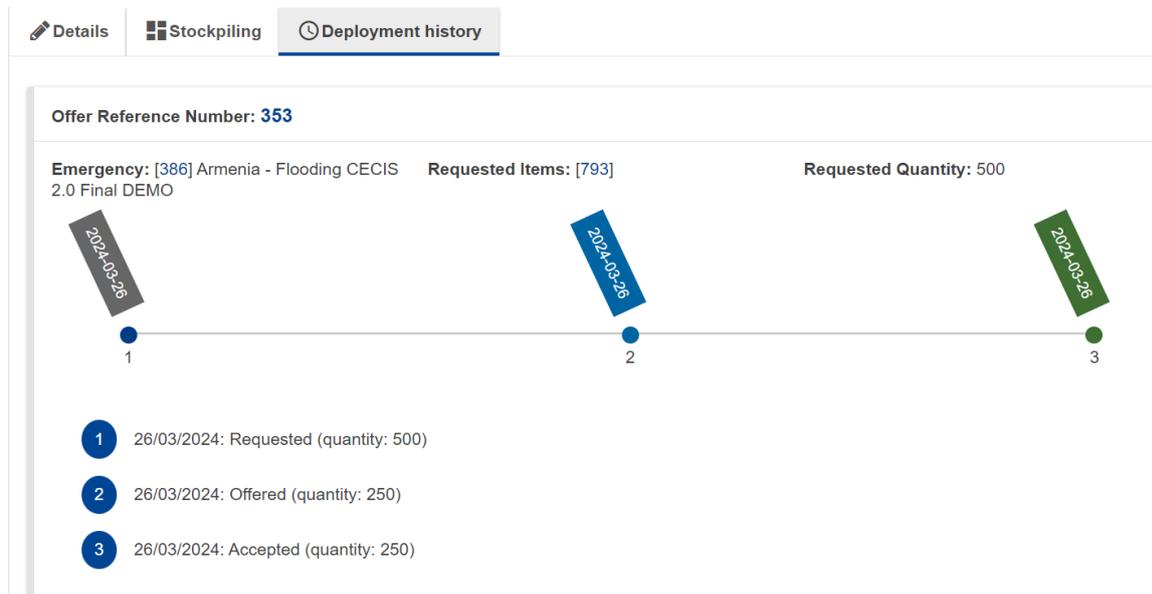
Items per page: 25
Showing 1-1 of 1

As can be seen in the image above, detailed information on availability, quantity offered, accepted, shipped, and delivered is available. Additionally, CECIS 2.0 has a specific section to add or delete stock of a created unit, so that it is not necessary to register new units if we want to expand the available quantity, it is enough to simply add the additional stock.

3.2.4.2.3. Deployment History

This section chronologically shows the offer cycle of the selected resource. We will be able to see the emergencies in which it has been involved and their different states and

quantities distributed by date. It is important to highlight the possibility of navigating to the *Offer*, the *Emergency*, or the corresponding *Request* by clicking on the specific references.



3.2.4.2.4. Attachments

This tab is displayed in different parts of the application, and its purpose is to attach and store additional documents that can be downloaded later.

The figure shows the Attachments tab interface. At the top, there are three tabs: "Details", "Units", and "Attachments". Below the tabs, there is a section titled "Add attachments" with a small upward arrow on the right. Underneath, there is a "Choose file" button and the text "Drag and drop file here". At the bottom, there is a blue "Add attachments" button.

Tutorial: How to Register Resource(s) under Response Capacities

The following example will show how to register an AFFF-P resource (e.g., CL-415 *Canadair*) under Response Capacities.

Resources Tree

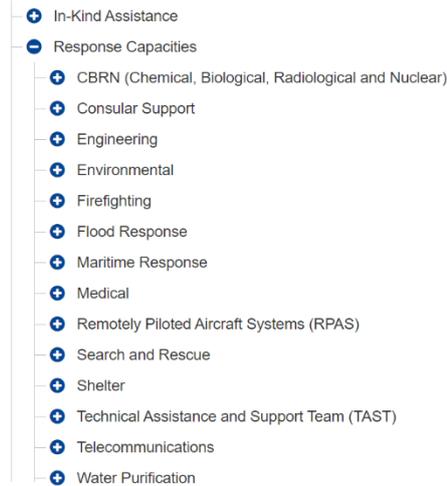


Figure 1: Types of Response Capacities

- 1) To register a Canadair, click on the + in front of the type **Firefighting** to extend the tree. The different components of resources under the type Firefighting are: AFFF-H, AFFF-P, Firefighting: advisory/assessment teams, GFFF, GFFF-V as shown below.
- 2) Click on the text **AFFF-P** (Aerial Forest Firefighting Module Using Airplanes).

Resources Tree

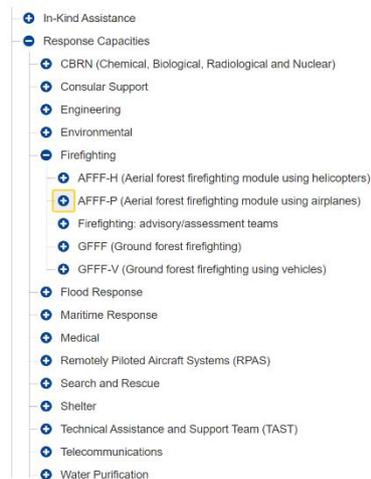


Figure 2: Firefighting Components

If the  in front of AFFF-P is clicked, then the already registered AFFF-P resources will be shown. It is important to highlight that resources are related to the countries and they will display the country flag following the resource name.



Figure 3: Registered resources under AFFF-P

- Once you click on the text **AFFF-P (Aerial Forest Firefighting Module Using Airplanes)**, the following page will open. No action needs to be taken on this first **Details** page from MS/PS. The General Admin manages its contents.

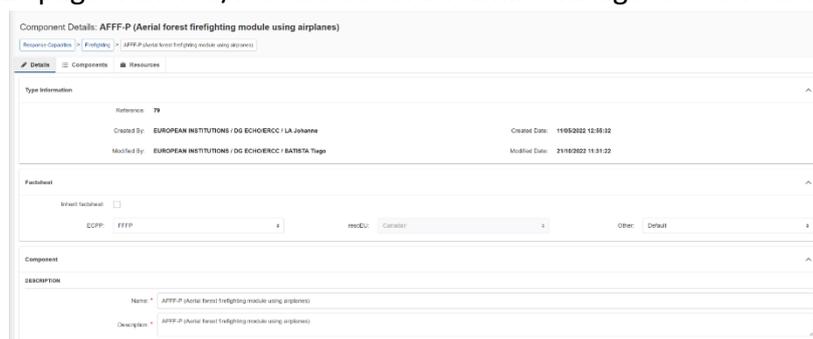


Figure 4: AFFF-P Component details page

- Click on the **Resources** tab. All registered AFFF-P resources will be shown in the table. To register a new AFFF-P resource, click on  to the right hand-side of the table (highlighted in yellow in Figure 7).

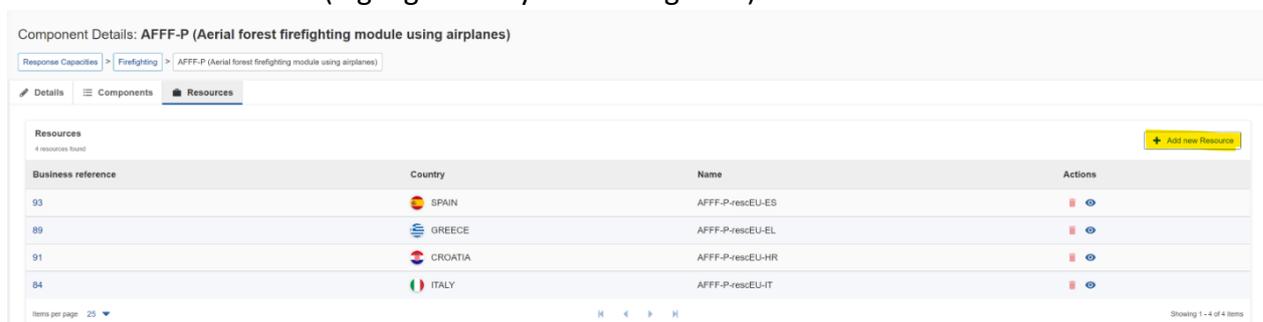


Figure 5: Adding an AFFF-P resource

- Fill in all fields as they are mandatory, except for **Country** which is automatically filled by the system.

- Under **Operational Commitment** make sure to choose the right option: ECPP, rescEU or other (e.g. a national capacity).
- **Name** of the resource must follow this format: **component-rescEU/ECPP-country**. For example, AFFF-P-rescEU-ES. If the resource is not an ECPP or rescEU, simply write **component-country** such as AFFF-P-ES.
- In the **Description** field, provide a general short description of the Resource (250 characters limit). For example, for an AFFF-P capacity containing 2 Canadair the MS/PS could write “AFFF-P module containing 2 CANADAIR CL-415 airplanes”. Keep in mind that further details will be provided in the **Unit details page**.

Figure 6: Add a New Resource page

To continue to the next page, click on  at the bottom right of the page.

- 6) Add your unit(s) by clicking on the **Units** tab (highlighted in yellow in Figure 9).

Figure 7: Add Unit(s)

As mentioned previously, in this example of an AFFF-P resource, a unit should be created for each Canadair. Click on  to the right-hand side.

Figure 8: Add a new Unit

- 7) Complete the online **Factsheet** form. The AFFF-P Factsheet template will appear as seen in Figure 11. Different factsheet templates are now directly incorporated into CECIS CP 2.0 and MS/PS no longer need to upload a new document each time the factsheet needs to be updated. Click **save** at the bottom right of the page to save your completed online Factsheet.

Figure 9: Unit details page for AFFF-P-ECPP resource

- 8) Once the unit is created and saved, [Generate PDF](#) will appear as shown in Figure 12 (highlighted in yellow). This will enable to download the factsheet as a PDF with all the information which has been inserted.

Figure 10: Generate PDF

- 9) Click on the **Availability Status** tab of the registered unit to register unavailability and operational deployments of the resource. By default, we assume that the resource is available (shown in blue).

To register an unavailability, click on [+ Add Unavailability](#) to the right-hand side (highlighted in yellow in Figure 13).

The screenshot shows a web interface for managing unavailability. At the top, there are tabs for 'Details', 'Photos', 'Availability Status', and 'Deployed'. Below these is a header for 'Availability Status' with a date '10/10/2022' and a '+ Add unavailability' button. A main area contains a date '2022-10-01' and a dropdown menu with the option 'Select an emergency'. Below this is a modal form titled 'Create a new unavailability'. The form has a close button (X) in the top right. The main heading is 'Fill the unavailability information'. It contains two date pickers for 'Start Date' and 'End Date', both with the format 'dd/mm/yyyy'. Below these is a dropdown menu for 'Emergency/Offer'. A text area for 'Reason' is labeled with a red asterisk and contains the placeholder text 'Enter the reason'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

Figure 11: Adding Unavailability

If the resource has been allocated to an emergency and has been accepted, then the emergency will be listed under **Select an emergency**. MS/PS must update the **Availability Status** tab by confirming during each deployment date whether the capacity is operational or not.

- 10) The **Deployed** tab will show a history of deployment of your capacity.



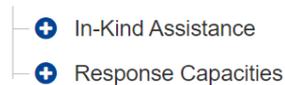
Figure 12: Deployment history of the capacity

3.2.5. General Types and Types of the Resources Tree

There are 2 General Types of the Resources Tree: Response Capacities and In-Kind Assistance.

The Resources Tree is composed of In-Kind Assistance and Response Capacities (i.e. modules, teams with specialised equipment) while Experts have their own separate section under the  **Experts** tab.

Resources Tree



All modules or teams with specialised equipment must be registered under Response Capacities. These Response Capacities can be part of the ECPP, rescEU or other response capacities (i.e., a national capacity).

All equipment or material assistance (without personnel or teams) must be registered under In-Kind Assistance, and they can either be part of the rescEU reserve or a spontaneous offer.

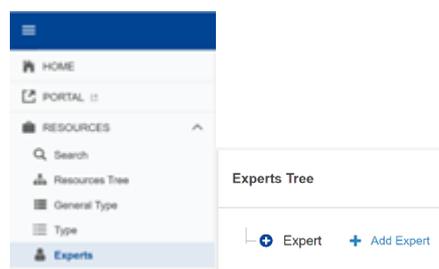
The options to manage *General Types* and *Types* are reserved for certain users related to the ERCC.

3.2.6. Expert(s)

As explained in the previous section, the experts, despite being included in the resources section, are not part of the tree and have a specific section.

Tutorial: How to Register Expert(s)

- 1) Access the **Experts** tab under RESOURCES in the left menu (Figure 15), which will show you the **Experts Tree**. To register an Expert, click on the **Add Expert** button, on the right, this will open the **Add New Expert** form. (Note: each MS/PS will only see the name and expert details page of the experts from their organisation)



- 2) The first mandatory field to fill-in is in the Certification Info, namely Type of Expert (Figure 16). In this drop-down list, you must select if the expert is either Certified or Not Certified. This categorisation also allows for filtering of Experts by type. In case of Certified, the date fields for Certification Date and Political commitment will appear but will be filled in by the colleagues in DG ECHO responsible for the future pool of certified experts.

Note that by selecting Certified you will be able to choose between Team Leader or Deputy Team Leader, as well as all other EUCPT functions. By selecting Not Certified, you will be able to select all other functions, except for Team Leader and Deputy Team Leader according to the list shown in Figure 17. Once an expert is registered the certification info can be changed at a later date.

- 3) Fill in all mandatory fields and as many of the other additional fields to provide as much detail as possible regarding the registered expert.
- 4) You can click on Actions and then Add Roles should you wish to share access to this expert resource with another organisation or user (Figure 18).

For example, if you want your expert to be able to edit his/her own expert details page then you can add the expert as a Participant (Figure 19).

Owner Creation ✕

General Information

Type:

Level:

Country: *

User: *

3.2.7. Add In Kind Resources (Multiple)

This option allows the possibility of adding multiple in kind assistance resources at the same time. There are two ways in which multiple resources can be added:

One way is to import a csv file and the other is by adding multiple resources at the same time. A template csv is provided for download which can be imported after all resources have been inserted by the user. To upload the file, click on and add the relevant file.

The screenshot shows the 'Add Multiple In Kind Assistance Resources' page in a web application. The page has a navigation sidebar on the left with options like HOME, PORTAL, RESOURCES, and Add In Kind Resources. The main content area has a title 'Add Multiple In Kind Assistance Resources' and a subtitle 'This page is to create in kind of assistance resources/units. Please do not use if you want to create other type of resource/unit.' There are two buttons: 'Import CSV' and '+ Add Resource'. Below this is a large empty box for resource details.

The second part of the screenshot shows the 'Import CSV' dialog box. It has a title 'Import CSV' and a close button. Inside, there is a dashed box containing a 'Choose file' button and the text 'Drag and drop file here'. Below this is an 'Upload' button.

The other way of adding multiple resources is by clicking on . All fields need to be filled in. For each resource added, a unit will need to be added by clicking on

Add Multiple In Kind Assistance Resources Import CSV + Add Resource

This page is to create in kind of assistance resources/units. Please do not use if you want to create other type of resource/unit.

Resource + Add Unit X Delete

Type: * Name: *

Description: *

All mandatory fields need to be filled in and multiple units can be added to the created resource, if needed. To add a second resource, click on + Add Resource

Add Multiple In Kind Assistance Resources Import CSV + Add Resource

This page is to create in kind of assistance resources/units. Please do not use if you want to create other type of resource/unit.

Resource + Add Unit X Delete

Type: * Name: *

Description: *

Unit X Delete

Name: * Expiration date:

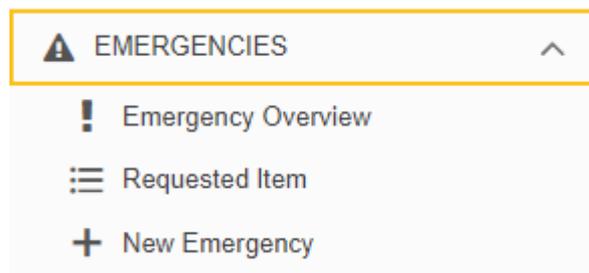
Quantity: * Capacity per Unit:

Summary: *

X Cancel Save

4. EMERGENCY COMPONENT

This section shows how to manage emergencies and it is composed of three parts



4.1. Emergency Overview

This section shows the same information as the *Home* page. (You can refer to section 3.1. *Home* for further information.)

4.2. Requested Item

This section displays a list of the requested items, indicating the requestor country, the date, the item quantities (requested, offered, accepted and the gap) and the status. The arrow at the left can be expanded to show additional information.

Requested Items
Total of 5014 Requested Items found Show Filters

Request By	Reference	Date	Priority	Requested Item	Requested	Offered	Accepted	Gap	Status	Actions
CANADA	6883	08/06/2023 00:56:23	Fulfilled	Generic	349	349	349	0	Closed	
Requested: 349 Offered: 349 Accepted: 349 Gap: 0 Priority: 1-Fulfilled										
[Creation Date:2023/06/07 22:56:23 UTC - Modification Date:2023/06/13 19:30:01 UTC] 08/07 22:56 UTC - 350 wildland firefighters, certified to suppress fire in a wildland environment using high pressure water pumps, forestry hose and hand tools, preferably divided into groups of 20, with crew leaders able to function in English. NOTE: 1 International Liaison Officer (INLO) should be sent per each offering MS/PS, able to function in English, to be stationed in Winnipeg, Manitoba, at the Canadian Interagency Forest Fire Centre (CIFFC).										
NETHERLANDS	6881	08/06/2023 17:01:30	Fulfilled	Pharmaceuticals	30	30	30	0	Closed	
CONGO, THE DEMOCRATIC REPUBLIC OF THE	6851	21/05/2023 21:26:43	Fulfilled	Other Expert	0	1	0	0	Closed	

4.3. New Emergency

This option in CECIS to communicate a new emergency, and is available from the left menu, but also from the *Home* screen and the *Emergency Overview* page through the + Add Emergency button.

4.3.1. Creating the emergency.

Add New Emergency

Details

Emergency

DESCRIPTION

Affected Countries: * Choose countries

Requested by International Organization

Name: *

Type Of Event: * Nothing selected

Activation Level: *

Date: *

Description: *

The first screen we access after adding a new emergency is the details tab. This tab will allow us to define different options:

- **Affected Countries:** from this option we can access the list of regions and subregions when determining the area of impact of the emergency. It is possible to select the levels completely, such as the entire country, a specific region, or go

more detailed down to the subregion level. The affected areas are visible on the interactive maps that we can find on the *Home* screen or in the *Map* tab of the emergency itself that we will see later.



- **Requested by International Organization:** this check box is restricted to the ERCC but is visible to all users. It implies that the emergency has been opened by the ERCC on behalf of an International Organization authorized for such purposes.

Requested by International Organization International Federation of Red Cross and Red Crescent Societies (IFRC)

- **Name:** This field will be the name we will give to the emergency. Its content will be shown in the different lists that we can find on the *Home* page or in the *Emergency Overview* option.
- **Type of Event:** from this button we can select the type of event that causes the emergency. This option includes the possibility of multiple selection and includes a text box to facilitate the search. The event types are grouped into categories that can be expanded or collapsed with the arrow icon found in the upper right section of the popup.

Type Of Event: * [arrow icon]

Activation Level: *

Date: *

Description: *

- > Consular Support
- ▼ Health emergency
 - Food safety
 - Livestock disease
 - Medevac
 - Outbreak
 - Pandemic
 - Shortage of medical supplies
 - Water safety
- > Natural disaster
- > Natural event
- > Other
- > Prepositioning
- > Security crisis
- > Technological event

Type Of Event: * ▼

[Health emergency / Medevac](#) [Health emergency / Pandemic](#)

- **Activation Level:** will allow us to define the state of the emergency between the following levels: *Pre-Alert (Early Warning)*, *Information Transmission*, and *Request for Assistance*. In the case in which the Request for Assistance status is selected, CECIS 2.0 will enable a second option with the type of assistance requested. The available options are *Response* (default option), *Advisory mission*, *Scoping mission*, and *Prepositioning*. It is important to highlight that until the *Activation Level* of the emergency is *Request for Assistance* the *Request Overview* tab will not be available.

Activation Level: *

Assistance type:

Date: *

Assistance type:

Date: *

Assistance type:

Date: *

- **Date:** in this field we will indicate the date on which the emergency occurred.
- **Description:** in this field we will store the extended description of the emergency.

Once all the data has been completed, we can proceed to save the emergency and CECIS 2.0 will refresh the screen to display the additional tabs.



4.3.2. Managing the emergency and adding Request(s)

As we explained previously, once the emergency is created, and only when the Activation Level is Request for Assistance, we will have access to the Request Overview tab where we can enter requests for items, experts, or response capacities.

Unlike CECIS 1.0, in CECIS 2.0 the request action requires, apart from identifying the category of resource being requested, the creation of what we will define as a request block.

4.3.2.1. What is a Request block?

The request block is a way to organize the emergency when assistance is required. It is an intermediate level where we can select the specific type of event for which help is requested. For example, in the case of a multi-hazard emergency where a volcano affects and, consequently, forest fires, a request block can be opened for the activation of the volcano (for example to request experts) and another request block to fight the fire (with teams, AFFF vehicles, shelter for evacuated people...and so on). Therefore, once the request block is opened, we can enter the specific requested items for that type of event.

4.3.2.2. How to open a Request block and Requested Item(s)

There are two ways to create request blocks: individually or with the multiple option. Both options are located at the top right of the *Request Overview* tab.



Creating the Request(s) and Requested Item(s) one by one.

If we click on the Add request option, we will access the form where we can enter the necessary data to create the block:

- **Title:** is the name we will give to the request block. This field is merely descriptive and will be visible in the Request Overview.
- **Requested by:** affected country that requests the request for assistance. This field will be filled in automatically except for emergencies that affect several countries and can only be managed by the ERCC.
- **Type of Event:** will display the list of available events from those selected in the emergency details tab. As we indicated previously, in case of multiple types it is necessary to create different request blocks.
- **Comments:** expanded description of the request block where we can expand the information offered with greater detail.

Request

TITLE

Title: *

Request By: *

Type Of Event: *

Comments:

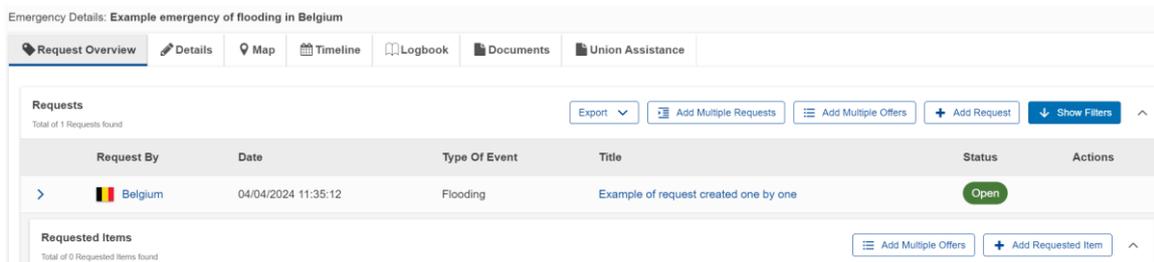
As is usually the case, fields marked with a red asterisk are mandatory. Once the information is filled out, simply save to create the request.

Details | Timeline | Requested Items

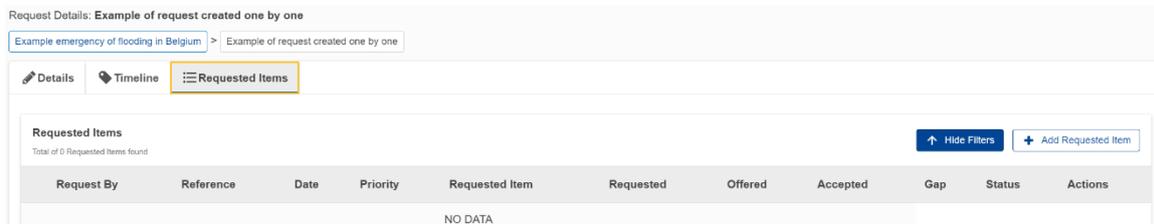
Request Information

Reference: 487	Status: Open
Created By: EUROPEAN INSTITUTIONS / DG ECHO/ERCC	Creation Date: 04/04/2024 11:35:12
Modified By:	Modified Date:

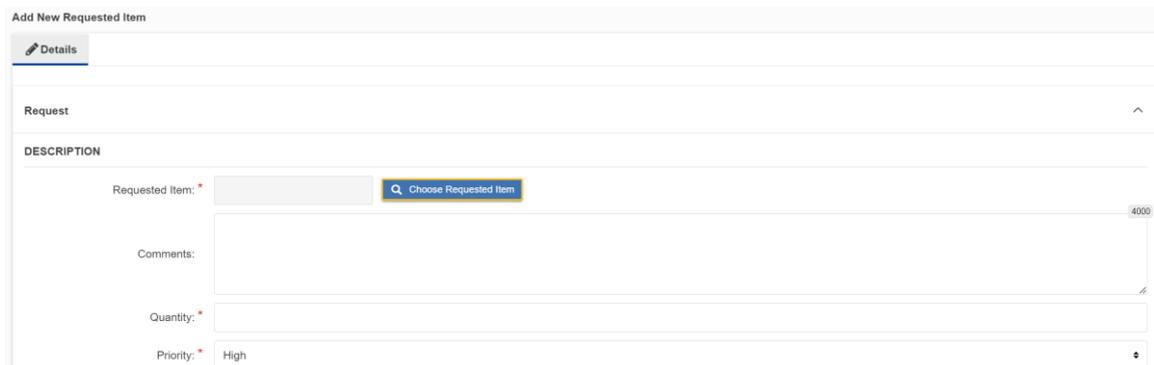
As can be seen in the image above, when saving we will access the created request where a section with general information will appear, and where we can find the status of the request. In the same way we will have access to two additional tabs where we can see the *Timeline* of the *Requested Items* in it. If we return to the request Overview tab, we can also see the request created.



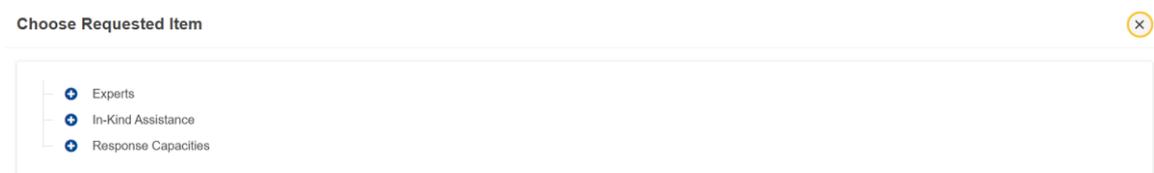
From this point we can proceed to add the different items in the request. This can be done from the *Add Requested Item* button that we will see on the right side just below the created request or from the *Requested Items* tab of the previous form.



In both cases we will access the form where we can select the category of the item to request through the *Choose Requested Item* button.



This option allows you to select an element from the resources and experts tree as shown in the following image. Simply display the tree view to select the category or group needed and click on it.



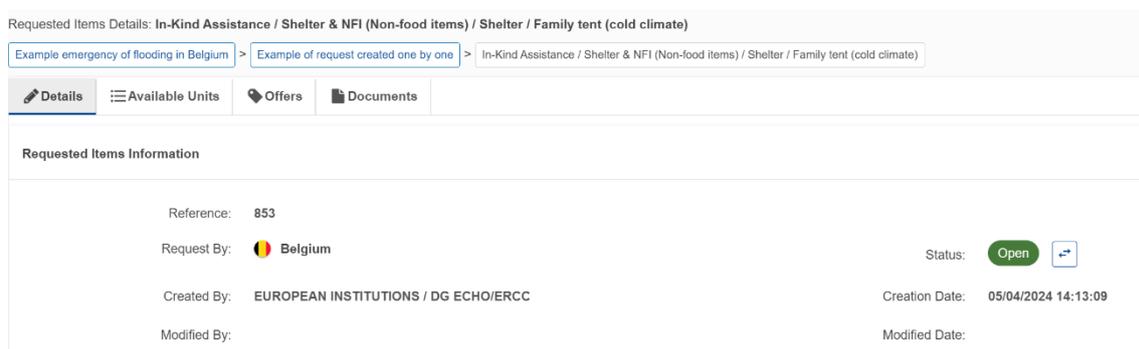
Once the required category has been selected, we can complete the request by adding the quantity, the expanded comment and the priority level, which can be *High*, *Medium* or *Low*.

The relevance of the quantity and the item capacity

CECIS 2.0 offers a flexible system when registering requests. The country that requires assistance may indicate the quantity needed, but it is important to distinguish between the type of resource requested in each case. While in the case of *Experts* the quantity is the number of experts or people, or in the case of *Response Capacities* it is the number of modules, it must be considered that the *In-Kind Assistance* items may have different capacities per unit. This is important from the point of view of calculating the GAP, as well as the objective to be covered with the *Request for Assistance*. We will see it better with an example:

Suppose that an emergency occurs due to a volcano, which leads to fires and consequently, a considerable number of people must be mobilized from their homes. In this situation, it is feasible that the Request for Assistance is made up of experts, modules, teams and items for shelter such as tents or blankets. The blankets don't have capacity, but the tents do. In this case, the quantity entered for the stores must be the number of people to be covered, so that the offers can be combined. Let's imagine that in the previous example shelter is required for 200 people, the quantity requested is 200, and the offers can be varied. Tents can be offered with capacity for 4, for 8, for 10... different quantities that, multiplied, allow us to calculate the gap in a much more precise way. The same thing happens with other elements such as fuel, we may need 30,000 liters of fuel and the offers are barrels with different capacities (50, 100...) or a truck capable of carrying thousands of liters.

Once the requested item has been saved, the system will redirect us to the form where we can see the information related to the record created, including the status and the Available Units, Offers, and Documents tabs.



Requested Items Details: In-Kind Assistance / Shelter & NFI (Non-food items) / Shelter / Family tent (cold climate)

Example emergency of flooding in Belgium > Example of request created one by one > In-Kind Assistance / Shelter & NFI (Non-food items) / Shelter / Family tent (cold climate)

Details Available Units Offers Documents

Requested Items Information

Reference: 853

Request By: Belgium

Created By: EUROPEAN INSTITUTIONS / DG ECHO/ERCC

Modified By:

Status: Open

Creation Date: 05/04/2024 14:13:09

Modified Date:

As can be seen in the previous image, as we open levels within the emergency, we will have a direct access route at the top:



Example emergency of flooding in Belgium > Example of request created one by one > In-Kind Assistance / Shelter & NFI (Non-food items) / Shelter / Family tent (cold climate)

In this case, the highlighted options show the name of the emergency, the request block and the requested item. If we click on those options coloured in blue, we will go directly to the form of the selected level.

Available Units tab: In the *Available Units* tab we can access information on the resources available for the required resource.

Reference	Country	Name	Quantity available	Capacity per Unit	Total available	Actions
169	IRELAND	A Tents	0	100	0	
268	DENMARK	DK Tents	90	10	900	+

As can be seen, CECIS 2.0 offers us information related to the country to which the resource belongs, its available quantity, the aforementioned capacity of said unit and the total that can be covered with that resource in terms of calculating the GAP. If the resource has an available quantity, the + symbol will allow the offer to be made (*this action will be shown in the offers section one by one*).

Offers tab: The offers tab will allow us to view the status of the Requested Item. From here we will have an explanatory section of the quantities required, offered, accepted and the current gap, as well as the list of offers related to the requested resource.

Requested 1000 Offered 0 Accepted 0 Gap 1000

Offers
Total of 0 offers found

Reference	Date	Offer By	Unit	Offered	Accepted	Status	Actions
NO DATA							

Items per page: 25

In the same way as in the previous section, it is possible to manually add an offer using the Add Offer button (this action will also be explained in the chapter corresponding to offers).

Documents tab: In this tab you can attach documents related to the requested item, the files can be uploaded through the select files button or by dragging them to the indicated area and clicking on the *Add Attachment* button.

Details Available Units Offers Documents

Add attachments

Choose file Drag and drop file here

Add attachments

Creating Multiple Request(s) and Requested Item(s) with the *Add Multiple Request* option.

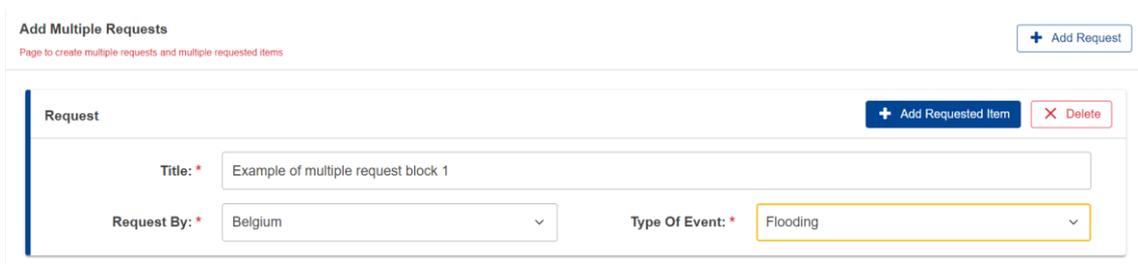
CECIS 2.0 offers a quick and easy method to create multiple *Request* and *Requested Items* in the same step. To do this we will have to go to the **Add Multiple Request** option at the top of the *Request Overview* tab.



Managing the *Multiple Request* form is very simple, the first thing we must do is click on the top right *Add Request* button.



This action will display the form where we can see the mandatory fields mentioned above: title, requested by, and type of event. Additionally, we will have the possibility of directly adding the requested items for that block in the same place using the *Add Requested Item* button.



Using this button, we can add multiple items simultaneously by selecting the type, quantity and priority.

Request

Title: *

Request By: * Type Of Event: *

Requested Items

Type: * Quantity: * Priority: *

Requested Items

Type: * Quantity: * Priority: *

Request

Title: *

Request By: * Type Of Event: *

Requested Items

Type: * Quantity: * Priority: *

In the image above can be seen how to create two blocks with different items in each one in a single step.

Returning to the Request Overview tab we can see the records created individually and by the multiple method.

Emergency Details: Example emergency of flooding in Belgium

Request Overview | Details | Map | Timeline | Logbook | Documents | Union Assistance

Requests
Total of 3 Requests found

Export | Add Multiple Requests | Add Multiple Offers | Add Request | Show Filters

Request By	Date	Type Of Event	Title	Status	Actions
Belgium	05/04/2024 15:09:34	Flooding	Example of multiple request block 2	Open	

Requested Items
Total of 1 Requested Items found

Add Multiple Offers | Add Requested Item

Requested Item	Date	Priority	Requested	Offers	Offered	Accepted	Gap	Status	Actions
HCP (High Capacity Pumping)	05/04/2024 15:09:34	High	2	0	0	0	2	Open	Add Offer

Belgium | 05/04/2024 15:09:33 | Flooding | Example of multiple request block 1 | Open

Requested Items
Total of 2 Requested Items found

Add Multiple Offers | Add Requested Item

Requested Item	Date	Priority	Requested	Offers	Offered	Accepted	Gap	Status	Actions
Dam assessment	05/04/2024 15:09:34	High	1	0	0	0	1	Open	Add Offer
Blanket	05/04/2024 15:09:33	High	1000	0	0	0	1000	Open	Add Offer

Belgium | 04/04/2024 11:35:12 | Flooding | Example of request created one by one | Open

Requested Items
Total of 1 Requested Items found

Add Multiple Offers | Add Requested Item

Requested Item	Date	Priority	Requested	Offers	Offered	Accepted	Gap	Status	Actions
Family tent (cold climate)	05/04/2024 14:13:09	High	1000	0	0	0	1000	Open	Add Offer

4.3.2.3. Changing the status of a Request(s) or Requested Item(s)

It is possible to change the status of a specific request or requested item by clicking on the arrows icon to the right of the status.

Status: Open 

This option will trigger the popup necessary to vary the status between open, Pre-Closed, and Closed. It is not possible to change the state from Open to Closed or vice versa directly, and it is necessary to save the change to Pre-Closed previously.

Status Change



General Information

Open

↑

Pre-closed

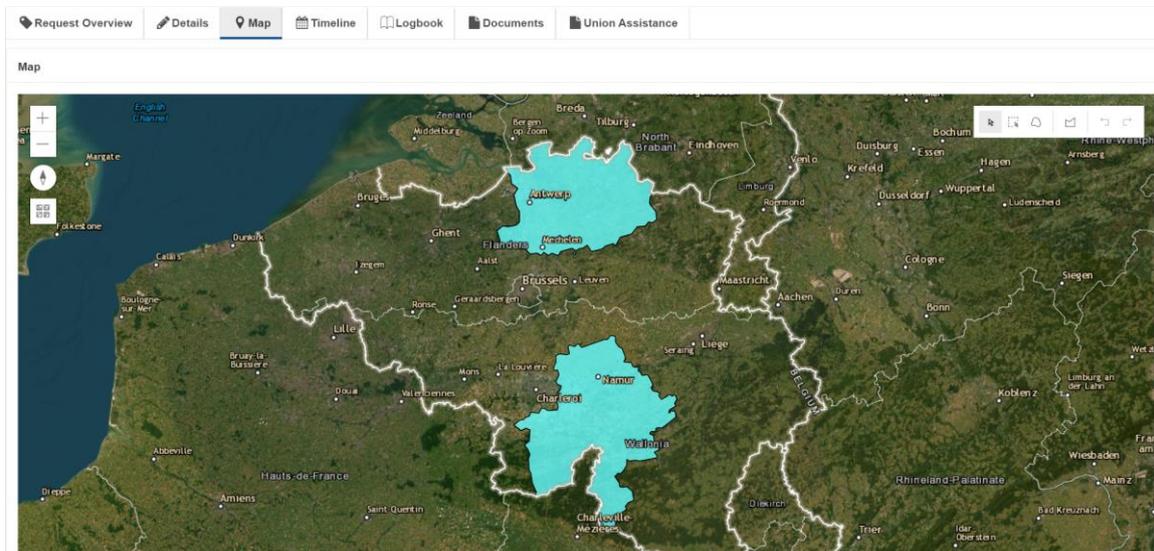
↓

Closed

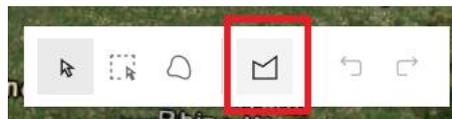
Cancel Save

4.3.3. The Emergency Map

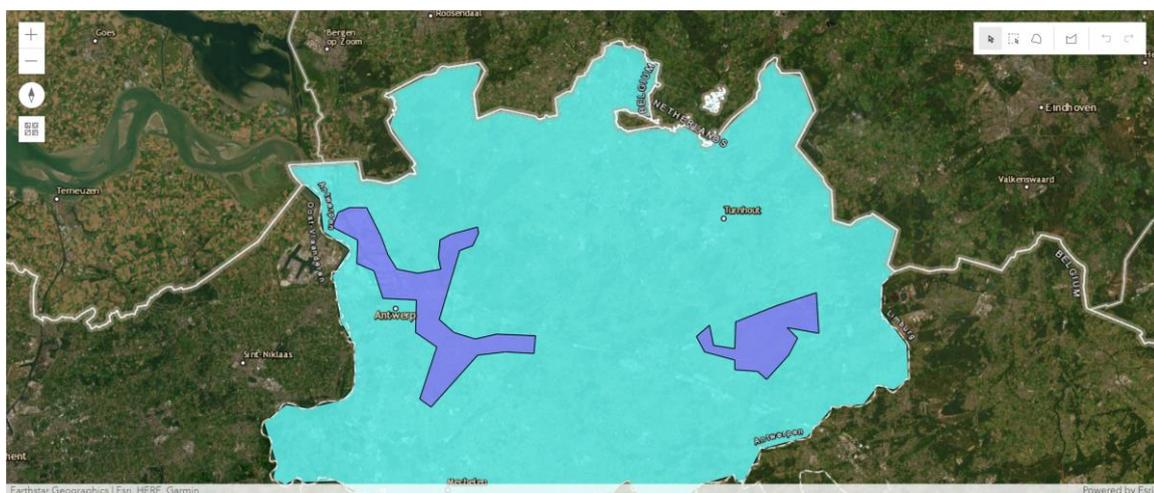
On the emergency map we can see the affected areas. In the case of having selected regions or subregions, the map will delimit the affected geographic area according to the established selection.



The map has a zoom, orientation and selection tool to change the base map. An additional feature we found in the emergency map that is not available in the general maps is the polygon drawing tool.



This tool allows you to draw a specific area to precisely define the affected area. Additionally, this polygon will represent an additional layer in the general maps that can be activated and deactivated and will always be displayed above the rest of the layers to offer a complete and at the same time understandable vision. Multiple polygons can be drawn over the same affected region.



4.3.4. Documents

In the same way as in the documents section linked to the request block, it is possible to upload documents related to the emergency following the same procedure.

4.3.5. Managing Offer(s) and registering Offer(s)

CECIS 2.0 maintains the same concept of Offer of Assistance as the 1.0 version. However, the newer version introduces different processes and elements to make managing of offers quicker and simpler, as well as allowing for structured and efficient collection data. This last point can be attested by the fact that an Offer should generally match a specific Requested Item (except for *Add General Offer*), and such following the proper Resource categorization and reducing the margin of error originated from adding Offers in free text and in different areas of CECIS 1.0 Request Overview.

In this section Users can register Offer(s) by allocating available Unit(s) to specific Requested Items. In this 2.0 version users can register offers consisting of multiple items (*Add Multiple Offers*) in one single process. This allows for swift processing of (large) offers as well as it maintains data structured.

Another novelty of version 2.0, as previously mentioned, is the requirement to register the Capacity per Unit. This allows for a more accurate offering, as the next steps will show.

4.3.5.1. Add Available Unit

To register an Offer in the form of an available unit which matches the requested item(s), from the [Request Overview](#), select the Emergency intended for the offer:

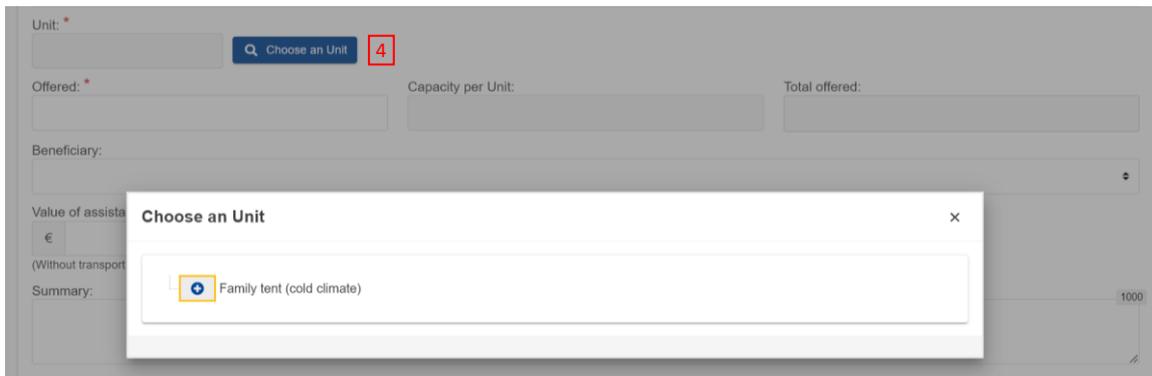
1. Open the [Request](#) intended for the offer by clicking the arrow icon (>).
2. Open the [Requested Item](#) tab intended for the offer by clicking the arrow icon (>). You now see the list of Requested Items.
3. Identify the [Requested Item](#) which matches the item of the offer and click the button **+ Add Offer**, on the right-side of the screen. The form for registration of an offer will open.

The screenshot displays the 'Requests' section with a table of requests. The first row is highlighted with a red box labeled '1'. Below it, the 'Requested Items' section is shown with a table of items. The first row in this table is highlighted with a red box labeled '2'. The '+ Add Offer' button in the 'Actions' column of this row is highlighted with a red box labeled '3'.

Request By	Date	Type Of Event	Title	Status	Actions
> Armenia	04/04/2024 09:37:22	Flooding	FAMILY TENTS FOR 1000	Open	

Requested Item	Date	Priority	Requested	Offers	Offered	Accepted	Gap	Status	Actions
> Family tent (cold climate)	04/04/2024 09:37:55	High	1000	2	1000	800	200	Open	+ Add Offer
> Unit: FINAL DEMO TENTS 2 (20 people)	04/04/2024 09:41:11				500	300		Accepted (Partial)	Offer Id: 384
> Unit: DK Tents	04/04/2024 09:39:12				500	500		Accepted	Offer Id: 383

- Click on **Choose a Unit**, a tab will open with a selection tree. Notice that only Resources which have been registered by the user's Country and Organisation are available for selection. Click the Resource you want to offer.



- Fill-in the **Offered** field, with the quantity of units to be offered. Note that some Requests may comprise of a request for total capacity instead of single items (e.g., "tents for X amount of people"). In these situations, the **Total offered** will be calculated automatically by the system, based on the Capacity per Unit of the Resource to be offered. Users must take this into consideration when offering single units.
- Select the **Beneficiary** for the Offer from the drop-down list. Note that these are pre-registered in the system as organizations with the Grant Beneficiary group explained in the organization and User Management section.
- Fill in remaining fields, namely **Value of Assistance**, **Estimated transport cost**, **Summary**, and **Comments**.
- Click **Save** at the end of the form.

Add Offer

Details

Offer

DESCRIPTION

Unit: *
Other-EU-U-344 - FINAL DE Choose an Unit

Offered: * Capacity per Unit: Total offered:

Beneficiary:

Value of assistance / Operational costs: Estimated transport cost:

(Without transport cost)

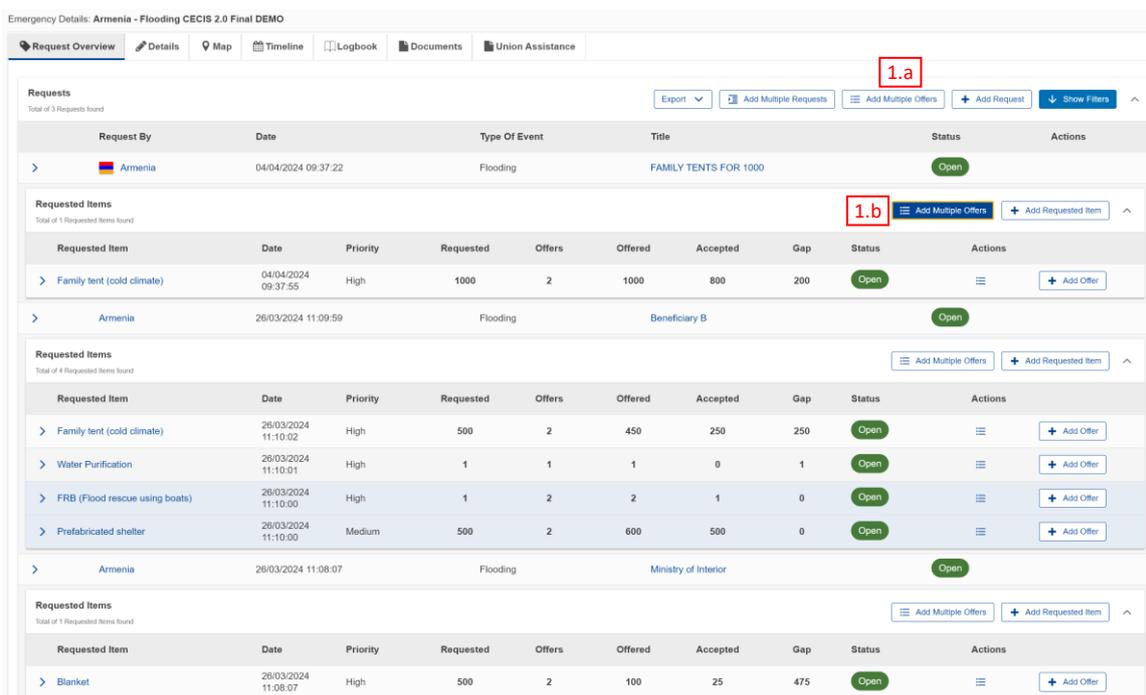
Summary:

Comments:

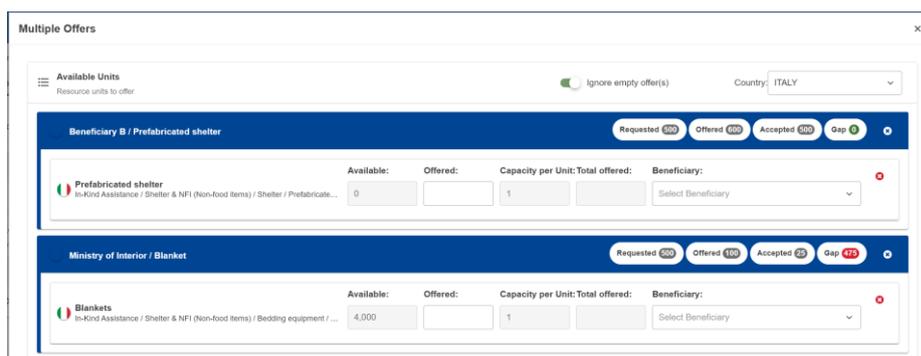
4.3.5.2. Add Multiple Offer(s)

To register **Multiple Offers**, which is the feature to offer multiple items, in the form of available units which match the requested item(s), from the **Request Overview**, select the Emergency intended for the offer:

1. Users can register multiple offers in two ways:
 - a. Click on the button **Add Multiple Offers** located at the **Requests** level. This allows users to offer items matching all the **Requested Items** within the all the Requests.
 - b. Click on the button **Add Multiple Offers** located at the **Requested Items** level. This allows users to offer items matching **only** the Requested Items within the selected Request.



2. As seen on the image below, by selecting option **1.a** above users will see all the **Requested Items** of all the **Requests** which have items matching the registered Resources of the offering country. In this example, Italy can offer *Prefabricated shelter* and *Blankets*, as it has them registered, and these have been registered in different **Requests** (see image above).



- As seen on the image below, by selecting option **1.b** above users will **only** see the **Requested Items** of that specific **Request**, and which have items matching the registered Resources of the offering country. In this example, Portugal can offer *Family tent*, as it has them registered, and these have been registered in this specific Request (see image above).

- Fill in the remaining fields of the form. Please note the automatic calculation for the Resources which have a Capacity per Unit.
- Click **Save** at the end of the form.

4.3.5.3. Accept/Decline Offer(s)

To **accept/decline** an **Offer**, navigate to the Request Overview:

- Open the **Request** intended for the offer by clicking the arrow icon (>).
- Open the **Requested Item** tab intended for the offer by clicking the arrow icon (>). You now see the list of Requested Items.
- Find the respective Offer and click on **✓** button to **Accept** the offer or **✗** button to **Decline** the offer.

Requested Item	Date	Priority	Requested	Offers	Offered	Accepted	Gap	Status	Actions
Blanket	26/03/2024 11:08:07	High	500	2	100	25	475	Open	+ Add Offer
> unit: blanket	26/03/2024 12:23:25			🇵🇹	50			Acceptance pending	✓ ✗ Offer Id: 365
> unit: Blanket	26/03/2024 11:14:34			🇵🇹	50	25		Accepted (Partial)	✓ Offer Id: 357

- If accepted, the form for **Accept offer** will be shown.
- Fill in the **Accepted** quantity and if needed the Notification field. This may be used to transmit any preliminary information which may be relevant at this stage to the Requesting Country, for example information on a possible urgency in transport of assistance/cargo.
- Click **Save** at the end of the form.

Accept offer
✕

Requested **500**

Offered **100**

Accepted **25**

Gap **475**

Unit: *

blanket

Offered:

50

Capacity per Unit:

1

Total offered:

50

Accepted: * 5

Enter the accepted quantity

Capacity per Unit:

1

Total accepted:

Notification:

Enter notification to offer owner 300

i

I acknowledge that I have read and understood the visibility and communication obligations in accordance with Article 20a(1) of Decision 1313/2013/EU, and its procedures in its entirety and agree to abide by them and report on the deliverables. *

Cancel

Save

- If declined, users will be prompted to confirm the decision. Clicking **Yes** button confirms the decision to decline.

Note: Requesting Country may accept the offer in tis totally or partially. Depending on the type of acceptance, clicking the Save button changes the visual icon shown in the offer tab with the respective acceptance type.

Status	Actions
Open	<div style="display: flex; align-items: center;"> ☰ <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">+ Add Offer</div> </div>
Acceptance pending	<div style="display: flex; align-items: center;"> ✓ ✗ Offer Id: 365 </div>
Accepted (Partial)	<div style="display: flex; align-items: center;"> ✓ Offer Id: 357 </div>

5. UNION ASSISTANCE

The offering country must submit a **Part A** and/or **Part B** for the transport operation. This will now be done in CECIS 2.0 directly. To create a Part A access the tab **Union Assistance** within the Emergency to which the Assistance is intended for. Before clicking on **+ Create Part A** the **accepted offer(s)** must be selected under **Offers available for Part A** as shown below. Only offers with the same **beneficiary** can be included in the same **Part A**. If there are multiple beneficiaries, a separate **Part A** will need to be created for the offers of each **beneficiary**.

Emergency Details: greece floods cecis 2.0

Request Overview | Details | Map | Timeline | Logbook | Documents | **Union Assistance**

Part A

Country:

Organisation:

Emergency id : 388 + Create Part A + Create Part B

Offers available for Part A

Actions	Operational Commitment	Unit	Offered	Accepted	Beneficiary	Need PartA?
<input type="checkbox"/>	364 rescEU	tent // Items-SK-U-358 tent	200		Ministry of Interior of the Slovak Republic - Section of Crisis Management, Slovak Emergency Response Coordination Centre (SVK-ERCC)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	363 Other	dewatering pump unit // Other-HU-U-357 _---	1		Ministry of Interior - National Directorate General for Disaster Management	<input checked="" type="checkbox"/>

How to create Part A and Part B under Union Assistance

Once the relevant **offer(s)** is/are chosen, click on **+ Create Part A**. A new window will pop up as shown below. Expand the different fields and fill in the requested information. Make sure to tick the acknowledgment box at the end, as the system will not allow for the submission of the **Part A** otherwise. It is possible to save any progress made by clicking **Save** and to go back and edit the Part A before submitting it. To submit the Part A click on **Submit**.

Request for Union Assistance

Request for Response Action Support (PART A) TECHNICAL DESCRIPTION (PART B)

Transportation Request ID * 2024-GREI001 DRAFT

General information about the request

Operational details of the Civil protection assistance:

Information about the transport:

Financial details:

Contact details of the person filling in the Request for Union Assistance for possible follow up questions:

Save Submit

I acknowledge that I have read and understood the visibility and communication obligations in accordance with Article 20a(1) of Decision 1313/2013/EU, and its procedures in its entirety and agree to abide by them and report on the deliverables.



Once it has been submitted the status of the **Part A** will show as **SUBMITTED** (shown below).

Offers Included in Part A

Found 1 part A

Search filter...

Actions	Unit	Offered	Accepted	Beneficiary	Part A Request Id	Part B	Status
	364	tent // Items-SK-U-358/ tent	200	Ministry of Interior of the Slovak Republic - Section of Crisis Management, Slovak Emergency Response Coordination Centre (SVK-ERCC)	2024-GREI001		SUBMITTED

Items per page: 10
Showing 1-1 of 1

The ERCC will either Approve or Decline the submitted **Part A**. If it is declined, the ERCC will give a reason for the declination. It will then be sent back to the offering country to make the necessary amendments. Click on the **edit** button to edit the **Part A** and click on **Resubmit** once the necessary changes have been made. This will then once again send the **Part A** to the ERCC who will either approve or decline the resubmitted **Part A**.

Offers Included in Part A

Found 1 part A

Search filter...

Actions	Unit	Offered	Accepted	Beneficiary	Part A Request Id	Part B	Status
	364	tent // Items-SK-U-358/ tent	200	Ministry of Interior of the Slovak Republic - Section of Crisis Management, Slovak Emergency Response Coordination Centre (SVK-ERCC)	2024-GREI001		DECLINED

Items per page: 10
Showing 1-1 of 1

Request for Union Assistance

Transportation Request ID * 2024-GREI001 **DECLINED**

Reason for Declination: incorrect date

General information about the request

Operational details of the Civil protection assistance:

Information about the transport:

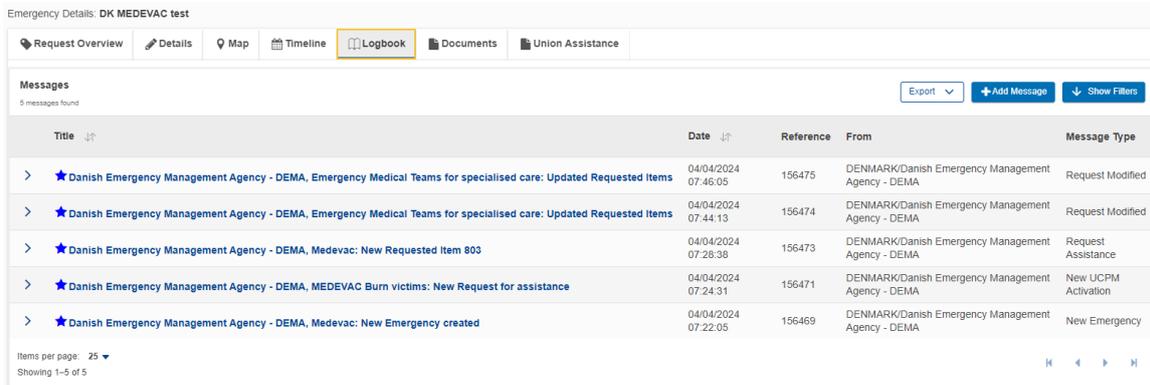
Financial details:

Contact details of the person filling in the Request for Union Assistance for possible follow up questions:

6. LOGBOOK COMPONENT

6.1. Emergency Logbook

All messages related to an emergency can be found in the emergency Logbook. To access it, go to an emergency and click on the tab **Logbook**.



The screenshot shows the 'Emergency Details: DK MEDEVAC test' page with the 'Logbook' tab selected. The 'Messages' section displays a table with 5 messages found. The table has columns for Title, Date, Reference, From, and Message Type. The messages are:

Title	Date	Reference	From	Message Type
★ Danish Emergency Management Agency - DEMA, Emergency Medical Teams for specialised care: Updated Requested Items	04/04/2024 07:46:05	156475	DENMARK/Danish Emergency Management Agency - DEMA	Request Modified
★ Danish Emergency Management Agency - DEMA, Emergency Medical Teams for specialised care: Updated Requested Items	04/04/2024 07:44:13	156474	DENMARK/Danish Emergency Management Agency - DEMA	Request Modified
★ Danish Emergency Management Agency - DEMA, Medevac: New Requested Item 803	04/04/2024 07:28:38	156473	DENMARK/Danish Emergency Management Agency - DEMA	Request Assistance
★ Danish Emergency Management Agency - DEMA, MEDEVAC Burn victims: New Request for assistance	04/04/2024 07:24:31	156471	DENMARK/Danish Emergency Management Agency - DEMA	New UCPM Activation
★ Danish Emergency Management Agency - DEMA, Medevac: New Emergency created	04/04/2024 07:22:05	156469	DENMARK/Danish Emergency Management Agency - DEMA	New Emergency

6.1.1. Logbook Message

To view a specific logbook message, click on the message title.

The messages with a star are the automatic notifications generated by the system whenever an event happens (e.g., New emergency, new request, new offer etc.).

The user, depending on their organisation and privileges, can define in their profile which notifications they want to receive.

6.1.2. Add Logbook Message

The user can add a new Logbook message related to the specific emergency by clicking the button **+ Add Message** inside the Logbook tab on the top right.



Figure 1: + Add Message button

A new window will appear where the user will need to complete the mandatory fields for the new message. To send the message click on **Add Message** on the bottom right corner.

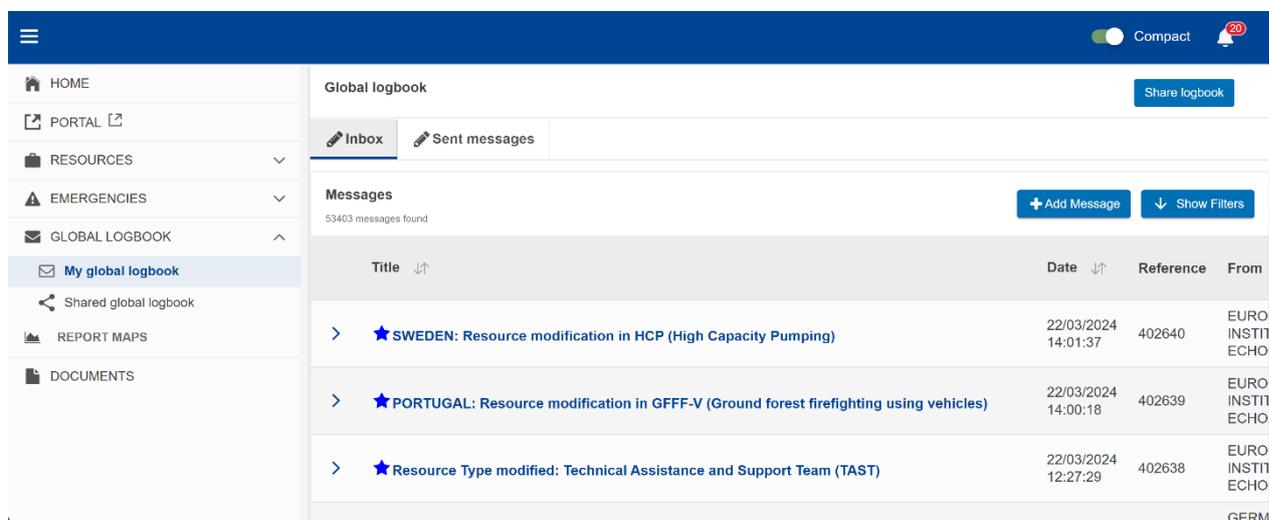


Figure 2: Add Message

6.2. Global Logbook

6.2.1. My Global Logbook

The user can see all messages sent and received from their organisation in the **Global Logbook** under **My global logbook** which can be directly accessed from the menu on the left.



6.2.2. My Shared Logbook

A user can see the Logbooks of other users who have shared them with the specified user. This can be accessed by clicking on **Shared global logbook** from the menu and then choosing the specific user whose logbook they want to see.

HOME

PORTAL

RESOURCES

ASSISTANCE

GLOBAL LOGBOOK

My global logbook

Shared global logbook

REPORT MAPS

TASKS

Shared global logbook

ministerium des Innern - Lagezentrum

Bundesministerium des Innern - Lagezentrum

Messages

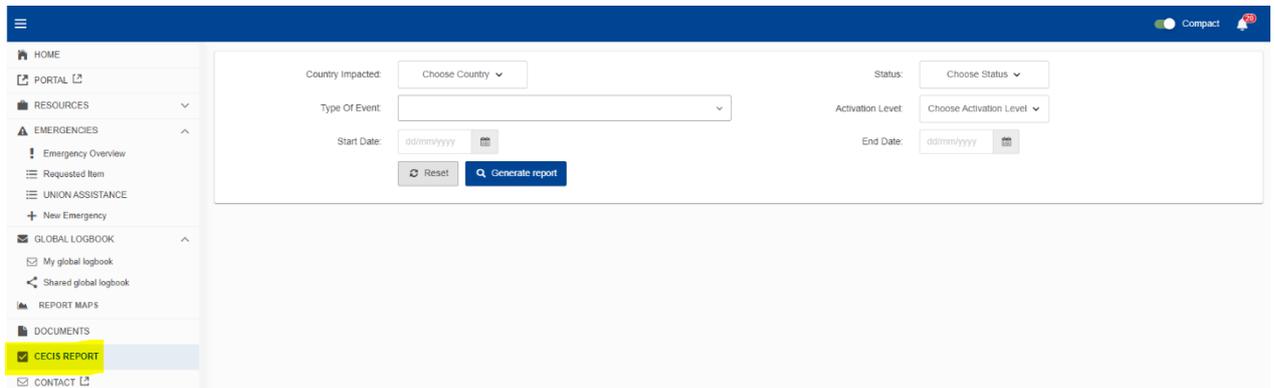
20 messages found

Title	Date	From
> ★ New resource created: Resource name	19/05/2022 10:26:20	EU INSTITUTIONS/DG ECHO ERCC
> ★ New resource created: rerwe	19/05/2022 09:58:31	EU INSTITUTIONS/DG ECHO ERCC
> ★ New resource created: Airplane	18/05/2022 10:02:29	EU INSTITUTIONS/DG ECHO ERCC
> ★ New Resource Type created: rescEU	18/05/2022 10:00:34	EU INSTITUTIONS/DG ECHO ERCC
> ★ New resource created: med_certification	17/05/2022 15:07:48	BELGIUM/Centre Gouvernemental de Coordination et de Crise
> ★ New resource created: Airplane	17/05/2022 10:21:13	EU INSTITUTIONS/DG ECHO ERCC
> ★ New resource created: Aerial firefighter	17/05/2022 09:43:47	EU INSTITUTIONS/DG ECHO ERCC
> ★ New resource created: gants	16/05/2022 15:11:03	EU INSTITUTIONS/DG ECHO ERCC
> ★ New resource created: med glove	06/05/2022 15:57:09	EU INSTITUTIONS/DG ECHO ERCC

7. CECIS REPORT

The **CECIS REPORT** can be accessed from the menu.

The report can be tailored through the filter options by selecting **Country Impacted, Type of Event, Status, Activation Level, Start and End Date**. Once the needed filters are chosen, click on **Generate report** and an Excel file will be downloaded by the browser with the necessary information.



The screenshot shows the CECIS REPORT interface. On the left is a navigation menu with options like HOME, PORTAL, RESOURCES, EMERGENCIES, GLOBAL LOGBOOK, REPORT MAPS, DOCUMENTS, and CONTACT. The 'CECIS REPORT' option is highlighted. The main area contains filter fields: 'Country Impacted' (Choose Country), 'Type Of Event' (dropdown), 'Start Date' (dd/mm/yyyy), 'Status' (Choose Status), 'Activation Level' (Choose Activation Level), and 'End Date' (dd/mm/yyyy). There are 'Reset' and 'Generate report' buttons.

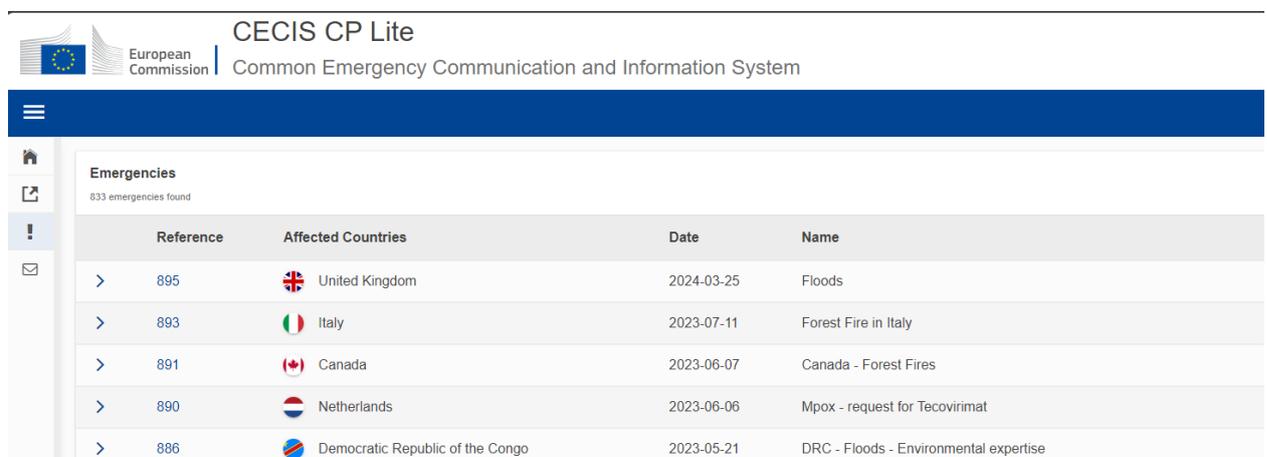
Figure: CECIS Report

8. OTHER ENVIRONMENTS

There are 3 other CECIS environments, namely CECIS LITE, CECIS Training and CECIS Command Post. For both CECIS LITE and CECIS Training, TESTA is not needed and can also be accessed on a phone. TESTA is needed for CECIS Command Post Exercise as it reflects CECIS Civil Protection Access.

8.1. CECIS LITE

CECIS LITE can be accessed without TESTA. This is especially useful for the Participating States that do not have a TESTA connection.



The screenshot shows the CECIS CP Lite interface. At the top, it says 'CECIS CP Lite' and 'Common Emergency Communication and Information System'. Below the header, there is a table titled 'Emergencies' with 833 emergencies found. The table has columns for Reference, Affected Countries, Date, and Name.

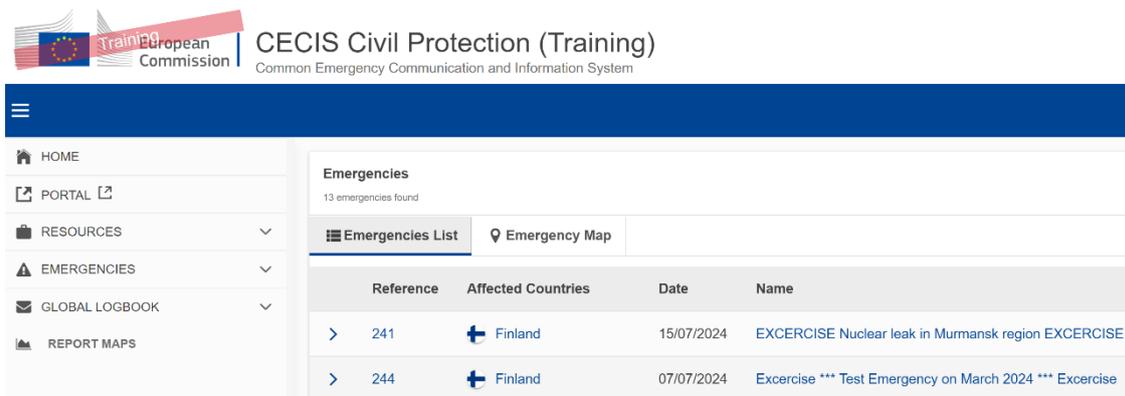
Reference	Affected Countries	Date	Name
> 895	United Kingdom	2024-03-25	Floods
> 893	Italy	2023-07-11	Forest Fire in Italy
> 891	Canada	2023-06-07	Canada - Forest Fires
> 890	Netherlands	2023-06-06	Mpox - request for Tecovirimat
> 886	Democratic Republic of the Congo	2023-05-21	DRC - Floods - Environmental expertise

In CECIS LITE all current and closed emergencies can be seen, and all connected requests can be accessed. Participating States without a TESTA connection can accept offers made to an emergency/request of their own country.

If there is a need of getting in contact with the CECIS Working Group, the email address will open in an email when clicking on CONTACT.

8.2. CECIS Training

CECIS Training can be accessed without TESTA. This can be used as a training environment and has the same functionalities as CECIS Civil Protection Access.



CECIS Civil Protection (Training)
Common Emergency Communication and Information System

EMERGENCIES

13 emergencies found

Reference	Affected Countries	Date	Name
> 241	Finland	15/07/2024	EXCERCISE Nuclear leak in Murmansk region EXCERCISE
> 244	Finland	07/07/2024	Excercise *** Test Emergency on March 2024 *** Excercise

8.3. CECIS Command Post Exercise

CECIS Command Post Exercise can only be accessed with TESTA. This can be used for exercises, and it has the same functionalities as CECIS Civil Protection Access.



CECIS Civil Protection (Post-Exercise)
Common Emergency Communication and Information System

EMERGENCIES

40 emergencies found

Reference	Affected Countries	Date	Name
> 382	Romania	25/03/2024	testCons
> 381	Algeria	25/03/2024	TEST DOS - EQ ALGERIA
> 380	Belgium	25/03/2024	TEST DO LAST TRAINING

9. SUPPORT

To receive additional support, you can send an email to ECHO-CECIS@ec.europa.eu, where someone from the CECIS team will aim to get back to you promptly. By clicking on **CONTACT** in the menu, a new email with the above email address will open up in your default email application.

10. USE CASES

10.1. Consular assistance – repatriation of citizens

10.1.1. Creating the emergency

To create a Consular Assistance – repatriation emergency, MS/PS should address ERCC by email and requesting to create the emergency by providing the following details:

- Country from which the repatriation will take place;
- Number of seats:
 - Number of seats reserved for the activating MS/PS nationals;
 - Number of seats available for other MS/PS nationalities.

ERCC will create a multi-country emergency, involving the activating MS/PS and the country from which the repatriation will take place.

Details regarding number of reserved/available seats will be mentioned in the description of the emergency.

10.1.2. Creating the request

ERCC will automatically create a request on behalf of the activating MS/PS, the requested items being represented by the number of seats reserved for the activating MS/PS nationals.

Other MS/PS that would like to request a quota of the available seats should address ERCC by email while mentioning the number of seats requested.

10.1.3. Adding offers

The request overview will be populated with:

- A request created by ERCC on behalf of the activating MS/PS for the number of reserved seats mentioned when requesting for the creation of the emergency.
- Single/multiple requests made by ERCC on behalf of other MS/PS requesting quota allocation from the number of available seats mentioned by the activating MS/PS when requesting for the creation of the emergency.

The activating MS/PS should:

- Make an offer for the request created by ERCC on their behalf; (for the number of reserved seats communicated when requesting for the creation of the emergency).

- Review all active requests created by ERCC on behalf of other MS/PS requesting quota allocation and make offers accordingly.

10.1.4. Accepting offers

ERCC will accept the offer made by the activating MS/PS for the seats reserved for nationals of the respective MS/PS.

Other MS/PS that have requested quota allocation, from the seats made available when creating the emergency, should review the offer (number of seats offered, destination etc...) made by the activating MS/PS and proceed with approving/rejecting it, according to their own assessment.

10.1.5. Requesting Union Assistance

Following the acceptance of at least 1 offer made by the activating MS/PS by other MS/PS requesting quota allocation, the activating MS/PS should access the  **Union Assistance** section, click on the **+ Create Part A**, select all accepted offers, fill in all the relevant sections of the form and click on  **Submit** button.

Document History

Version	Date	Comment
1.0	29/03/2024	Document created by
1.0		Reviewed by
1.0		