

# Standard Operating Procedures External



**EUROWA**  
EUROPEAN OILED WILDLIFE ASSISTANCE

## Standard Operating Procedures | External



**Version 1.1, 2022**

### Preface

This document was first published in 2016 (Version 1.0) during the EUROWA project and has been reviewed and updated to the current version (Version 1.1) within the framework of the EUROWA-2 project. These updates include new insights and developments that the EUROWA network has encountered as well as other updates to reflect technical and governance changes to the way the EUROWA network operates both internally and with requesting governments.

EUROWA-2 is a project co-financed by the EU under the Union Civil Protection Mechanism.

This document covers activities implemented with the financial assistance of the European Union. The views expressed herein should not be taken, in any way, to reflect the official opinion of the European Union, and the European Commission is not responsible for any use that may be made of the information it contains.

**Sea Alarm Foundation, June 2022**

## Table of contents

<b>A.1</b>	<b>Introduction</b>	<b>6</b>
A.1.1	Oiled wildlife response	7
<b>A.2</b>	<b>Purpose and objective of the Module</b>	<b>8</b>
A.2.1	What is to be achieved?	9
<b>A.3</b>	<b>Structure of the Module: Experts</b>	<b>10</b>
A.3.1	Contributors to the Module: Associated Organisations	10
A.3.2	Teams' composition	10
A.3.2.1	Team's internal organisation structure	11
A.3.2.2	Selecting the team	11
A.3.3	Taking positions in the in-country response	12
A.3.3.1	Expectations on in-country incident management	12
A.3.3.2	Objectives for the team's integration	12
<b>A.4</b>	<b>Structure of the Module: Equipment</b>	<b>14</b>
A.4.1	Introduction	14
A.4.2	Description of the stockpile	14
A.4.3	Additional equipment needed	14
<b>A.5</b>	<b>Preparedness of the Module</b>	<b>15</b>
A.5.1	Training of Experts	16
A.5.2	Expert readiness requirements	18
A.5.3	Maintenance of Equipment	19
A.5.4	Exercising the Module	20
A.5.5	Maintaining relationships between Associated Organisations	21
A.5.5.1	Maintaining a Database of Qualified Experts	21
A.5.6	Relationships with CECIS marine pollution and ERCC	21
A.5.6.1	Registration under CECIS marine pollution	21
A.5.6.2	Recognition by ERCC and maintenance	21
A.5.7	Standard agreements and contracting	22
A.5.7.1	MoU between Associated Organisations	22
A.5.7.2	Standard mobilisation contract Sea Alarm – Requesting Party	22
A.5.7.3	Standard mobilisation contract Sea Alarm – Associated Organisation	22
A.5.8	Financial elements and Terms of Reference	22
A.5.9	Safety and security of the team	22

<b>A.6</b>	<b>Conditions for Module mobilisation</b>	<b>24</b>
A.6.1	Clarity on operational Incident management system	24
A.6.2	A Wildlife Liaison Officer assigned by the RP	25
A.6.3	Guarantees on team in-country support	26
A.6.3.1	Meet and greet	26
A.6.3.2	Accommodation	26
A.6.3.3	Transport	26
A.6.4	Signing the standard contract	26
A.6.5	Compensation of costs	26
A.6.6	Introduction course via e-learning	26
<b>A.7</b>	<b>Tasks of personnel in Module mobilisation</b>	<b>27</b>
A.7.1	Phases of a response	27
A.7.2	Tasks in the pre-deployment phase	27
A.7.3	Tasks in the on-site assessment phase	28
A.7.4	Tasks in the Response Phase	29
A.7.5	List of required qualification/certifications	30
<b>A.8</b>	<b>Communications</b>	<b>31</b>
A.8.1	Internal in-country Team communications	31
A.8.2	Communication as part of the incountry incident command system	31
A.8.3	Communications between Team and MDM	32
A.8.4	Communication between MDM and RP List of acronyms	32
	List of Acronyms, Photo credits, References	33
<b>A.9</b>	<b>Annexes</b>	<b>34</b>
A.9.1	Code of conduct for Team Member	34
A.9.1.1	Introduction	34
A.9.1.2	Basic Standards of the Code	34
A.9.2	Terms of Reference	36
A.9.3	Internationally agreed protocols and guidelines	38

## A.1 Introduction

The EUROWA Module aims to provide training and technical assistance on oiled wildlife response to European Member States<sup>1</sup>. The Module consists of experts and equipment that can be mobilised 24/7 to complement the capability or capacity of a local wildlife response. The experts of the Module will act as a Tier 3 international team (see Box 1). They can assist with management aspects of the wildlife response, its integration into the larger response, all aspects of collection and treatment of oil-affected animals, and the education and coaching of local responders.

This document describes:

- the composition of the Module
- its technical capabilities and capacity
- the procedure by which it can be mobilised
- the way the mobilised Module will operate in conjunction with local resources and stakeholders
- the support that is required from Requesting Party (RP) to ensure the optimal functioning of the Module after arriving
- and other necessary information connected to division of tasks, demobilisation and the compensation of costs.

It should be noted that EUROWA cannot be considered a pure 'module' since by its very nature it does not fully meet the EC's requirements for civil protection modules (mainly as regards self-sufficiency). Therefore, although EUROWA is referred to throughout this document as a Module, this should be considered an intention for the future. The operational procedures in this document and modalities of mobilising EUROWA assistance are unaffected by this change in terminology.

*1 | For the purposes of this document, European Member States means those countries which participate in the EU Civil Protection Mechanism. In exceptional cases countries outside of the EU could be considered for Module mobilisation.*



Fig 1. Wildlife response experts at a training event



Fig 2. Oiled wildlife response equipment



Fig 3. Necropsy of oiled birds during the Prestige oil spill

Fig 4. Sea turtle rehabilitation facility.

Fig 5. Seabirds in the post-wash care phase of rehabilitation

### A.1.1 Oiled wildlife response

Oiled wildlife response is defined (IPIECA-IOGP, 2014) as the combination of activities that aim to minimise the impacts of an oil spill on wildlife (such as birds, mammals and reptiles) by both preventing the oiling of wildlife where possible and mitigating the effects on individuals when oiling has taken place.

Response activities include:

- the assessment of wildlife response needs in each situation
- real-time monitoring of the whereabouts of wildlife in relation to the oil
- protection of nesting/haul-out and other sensitive sites
- hazing and deterrence (scaring animals away from oil)
- pre-emptive capture and collection of un-oiled animals and their offspring/eggs
- collection and analysis of corpses
- euthanasia of oiled wildlife casualties where necessary
- rehabilitation of oiled animals, their release to the wild and finally monitoring of post release survival.

#### Box 1 | Definition of tiered response (IPIECA-IOGP, 2019)

The tier classifications are defined as the resources required to deal with potential spill scenarios and are broadly considered as follows:

- Tier 1: Locally available capability (resources) necessary to handle relatively minor spills that can typically be resolved within a few hours or days and/or provide an initial response to larger spills.
- Tier 2: Regional capability in the wider area or country necessary to supplement Tier 1 resources, including general equipment and specialized tools and services, for responses to more significant spills that may continue for several days or weeks.
- Tier 3: National or international capability necessary for responses to major spills that require substantial additional resources due to incident scale, complexity and/or impact potential and which may continue for weeks or months.



Fig 6. Discussing specialist equipment strategies with experts and authorities

## A.2 Purpose and objective of the Module

The purpose of the EUROWA Module (hereafter referred to as the Module) is to provide an international expert service to stakeholders (local government, local NGOs and the [potential] spiller) who may have limited expert capacity to deal with oil spills that threaten or afflict wildlife, especially seabirds and sea turtles. The Module has been created to assist in the development of, and to complement, the available local resources in such an event by mobilising experienced oiled wildlife responders who can assist to deal with the various challenges of the developing scenario, to a high professional standard. The EUROWA Module is not fully self-sufficient, but rather designed to provide experts and equipment that can assist a local response system to deal with oiled wildlife challenges, therefore the Module requires certain local resources and infrastructure to be in place in order to be successful.

The EUROWA Module can be activated by a governmental authority using the official European channels for emergency response assistance (see Table 1).

Table 1 | **The official European channels for mobilising emergency response assistance such as the EUROWA Module**

Activation of the Module will be via the Emergency Response Coordination Centre (ERCC) of the EU Civil Protection Mechanism, which enables coordinated assistance from EU Member States to victims of natural and man-made disasters in Europe and elsewhere. For marine pollution emergencies, the ERCC uses the Common Emergency Communication and Information System marine pollution (CECIS-MP), a web-based alert and notification application enabling real time exchange of information between participating states and the ERCC. The EUROWA Module is available for registration in CECIS-MP (noting that this may be as 'other response capacity' rather than a full Module). The Module must receive the formal notification from the ERCC via one of the CECIS-MP Focal Points. The message will be passed to the EUROWA Secretariat via the Belgian CECIS-MP focal point. Outside of this route the Module cannot be mobilised.

### A.2.1 What is to be achieved?

Once mobilised, the Module is to provide professional assistance to the Requesting Party (RP) in delivering an effective wildlife response that maximises the potential of preventing and mitigating the effects of oil on wildlife in a given situation, and meeting other key objectives of the leading response plan. The expected contribution of the Module will be defined in the Terms of Reference (ToR) (see Annex 9.2) that will be agreed between the RP and the Module before mobilisation. Any RP mobilising the Module should take Host Nation Support into account. Host Nation Support is a set of measures that countries should put in place to support incoming foreign Modules. This is a practical concept aimed to remove as much as possible any foreseeable obstacle to international assistance, to ensure disaster response operations proceed smoothly and efficiently (EC, 2012).

In general the Module team can be deployed to:

- Assess, design and plan the response so as to deliver the best result ensuring
  - > the most effective response possible, given available resources;
  - > that oil affected animals receive appropriate care according to minimum standards as defined by internationally agreed protocols (see below) and following nationally defined priority species lists
  - > the optimal use of available resources
- Develop appropriate, integrated management with the wider oil spill response
  - > incident action planning
  - > communication and decision making
  - > record keeping
- Provide coaching and increase capacity of the oiled wildlife response
- Provide on the spot instruction and training to local staff and volunteers to improve their contribution to the oiled wildlife response and so improve the response as a whole.

The Module will use guidance from EUROWA and other internationally agreed protocols, handbooks and guides to good practice (see Figure 7 and Annex 9.3), and will expect the RP to be aware of these documents and their importance in ensuring the response will be acceptable and successful.

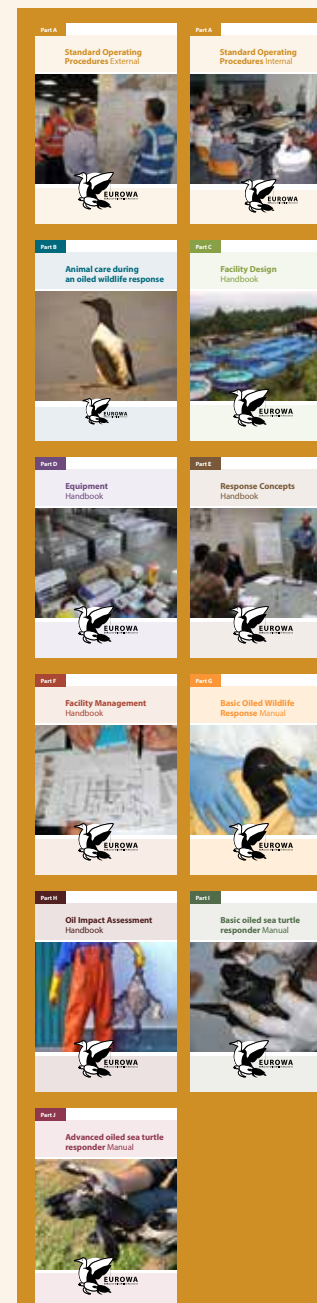


Fig 7. The EUROWA standards series

## A.3 Structure of the Module: Experts

The Module consists of a pool of experts (this section) and equipment (see section A.4).

### A.3.1 Contributors to the Module: Associated Organisations (AOs)

Qualified Experts that can be considered for mobilisation as a Module Team Member are experts from Associated Organisations (AO). Any organisation in one of the European Member States can become an Associated Organisation by signing the Charter together with the existing Associated Organisations through which the organisation subscribes to the philosophy, training system, standards and guidelines of the Module. Organisations can also become Affiliate Members (AMs) by signing the Affiliate declaration letter (see section A.5.7.1). An AO or AM can subsequently nominate employees or associates who need to take the various EUROWA training courses in order to become qualified as a Module Expert.

Persons (rather than organisations), who are based in one of the European Member States, can also become recognised as a Module Expert. They need to become recognised and supported by one of the AOs or AMs in order to have access to the EUROWA training programmes. The availability of these persons for mobilisation will be administered by the Associated Organisation under which the expert is registered.

Associated Organisations will keep the Module Duty Manager (MDM) informed about their roster of employees who have qualified themselves as Module Experts including the details of their qualifications. This roster should also include the non-employees which are recognised by the organisation (which means that the organisation will support these persons in case of their mobilisation if selected for a mission).

All Associated Organisations will participate in the preparedness activities of the Module, coordinated by the EUROWA Secretariat (Sea Alarm). This will include access to the EUROWA website, newsletters, social media, EUROWA standards, registration for training events and workshops and participation in governance and technical meetings.

When a RP has activated the EUROWA Module, all registered Associated Organisations who have registered Qualified Experts will receive a notification alert. On reception of this notification they must indicate within a defined time frame (to be defined at the time) if they are able and interested to offer expertise from their roster.

## A.3.2 Teams' composition

The Module can compose two types of teams that can be activated for mobilisation. The first is the Assessment Team (see section A.7.3) who will be given the task to mobilise into country for fact finding and providing key information that allow Associated Organisations to make the decision to offer the second type of team, the Response Team (see section A.7.4). The Assessment Team has a minimum composition of three members while the Response Team could have as few as three members and a maximum of 18 members (depending on availability and needs).

### A.3.2.1 Team's internal organisation structure

The team is led by the Module Team Leader (MTL) who is in all respects the delegation leader, having the ultimate internal decision making power. Technical aspects and discussions regarding the team's mission are overseen and led by the Module Technical Director (MTD). On the basis of day to day technical analysis and feasibility assessment, the MTD makes recommendations to the MTL, who will liaise with the RP's command structure.

Both MTL and MTD are required for both an Assessment Team and a Response Team. However, in small teams for relatively simple or risk-free missions, the role of MTL can be adopted by one of the experts who are selected and who are qualified for a team leader position, and in such a case a separate MTD may not be needed.

### A.3.2.2 Selecting the team

For mobilisation, a team will be selected (by the Associated Organisations) from a EUROWA pool of experts that have been identified as available for response by Associated Organisations on the basis of the following technical criteria:

1. Not being based in the country that requested the assistance
2. The nature of the expertise required according to a reliable in-country assessment, translated into logical key positions, which are ranked from high to low responsibility, expertise and experience
3. Level of expertise, qualification and experience in relation to the key positions
4. Multi-functionality of the experts, being able to perform to a high level of quality in different positions
5. Specific skills and knowledge and familiarity with the country in question and their responders.

In the case of more than one person having equal suitability for a position, the candidate that has the best record of experience will prevail, provided that the rest of the identified team are unified in expressing their trust in the leadership qualities of the candidate. The MTL and MTD positions must be filled by the highest qualified and appropriately Qualified Experts. If these persons cannot be provided due to lack of availability, a mobilisation can only be positively decided on if there is enough qualitative weight and team spirit in the rest of the team, and the risks connected to country and unfolding scenario are low.

Once a sufficiently strong core team has been determined by identifying the necessary available experts from the AOs, other qualified but less experienced individuals may be selected to fill some of the remaining positions.

### A.3.3 Taking positions in the in-country response

#### A.3.3.1 Expectations on in-country incident management

The organigram in Figure 8 describes a management structure for a Wildlife Response Coordination Unit (or a Wildlife Branch in case of a US-style Incident Command System), identifying the major operations in an oiled wildlife response that normally need to be included and managed. The titles of the different positions indicated will be different from country to country, but the setup of the hierarchy should be considered as generic. The structure should be scalable too, where functions may be merged (in smaller incidents) or branched out (in larger incidents).

In order to integrate with an in-country management structure, the Module will require the RP to provide the organigram for the Wildlife Response Coordination Unit (see Figure 8 for an example organigram), and provide the names of the experts who have taken the leading positions. Module personnel will integrate into (rather than form the entirety of) the Wildlife Response Coordination Unit.

#### A.3.3.2 Objectives for the team's integration

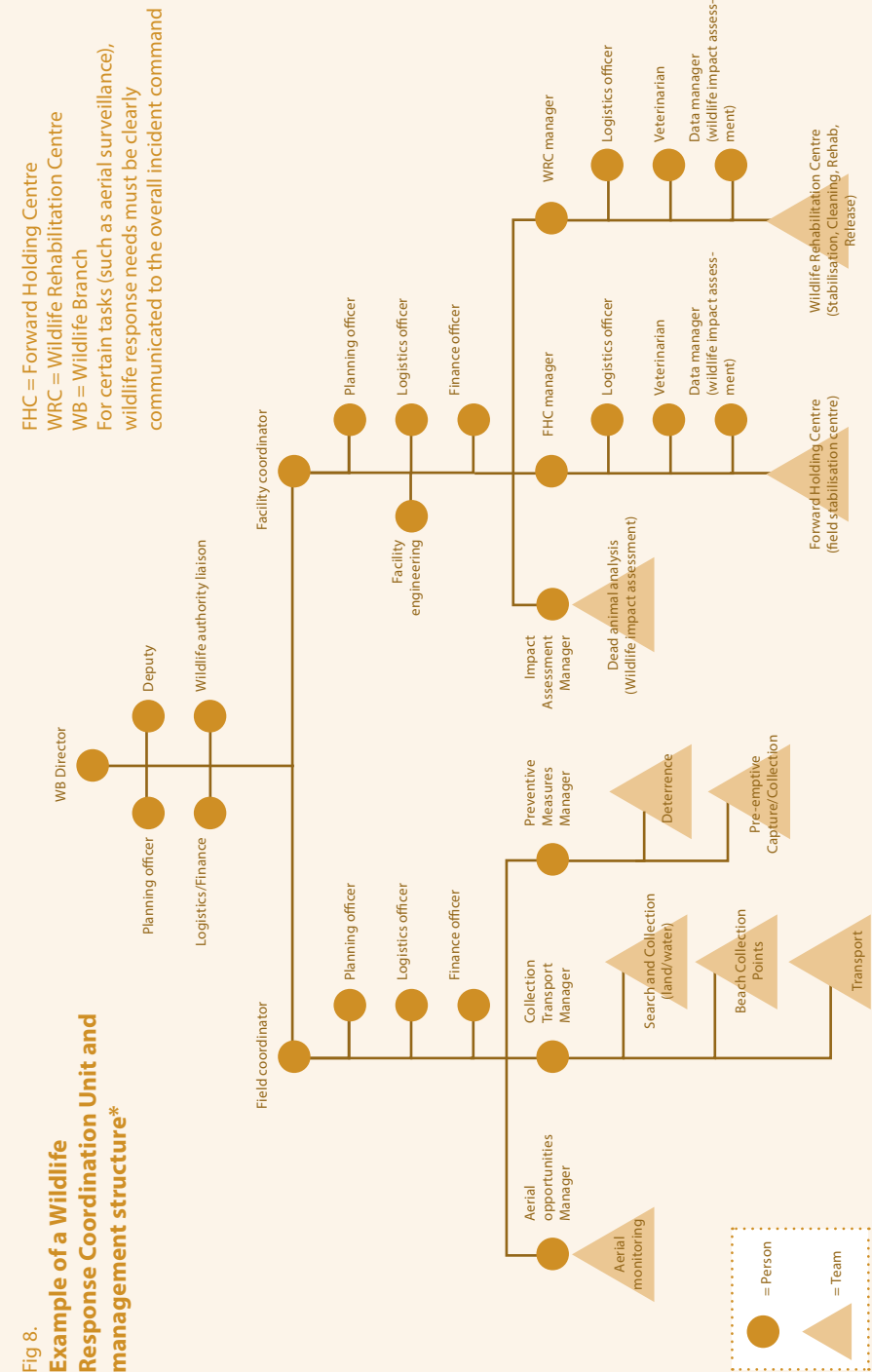
The Module's team will have two main mission objectives once it has switched to the Response phase (see section A.7.4):

1. Ensuring that the oiled wildlife response system can achieve the necessary daily requirements in the rehabilitation facility
2. Ensuring that a sufficient number of local responders are trained on the job, so that as a group they can manage the latter part of the incident response by themselves

Each team member therefore will have two personal objectives:

1. Helping to ensure that each department of a rehabilitation facility quickly develops the operational capacity that is required to move animals through the facility at the required speed
2. Act as a trainer/coach for local responders in his/her direct vicinity so that they eventually can take over the particular job and fill the position the trainer is currently taking.

This second objective will ensure that Module experts throughout the mission can take different positions where they transfer competency to local responders. This strategy will leave more expertise in-country than before the Module arrived. It will also lead to a minimised time that the Module is required in-country.



## A.4 Structure of the Module: Equipment

### A.4.1 Introduction

The Module includes equipment owned by Sea Alarm and currently stored in Zandvoorde, Belgium.

The equipment is stored in 23 waterproof aluminium cases, grouped according to function and use, and includes items needed for a wildlife response (with a focus on seabirds) e.g. pools, water pumps and filtration systems, pet dryers, intake and veterinary equipment and supplies, PPE, some basic search and collection equipment, etc. The equipment has a total volume of approximately 10.19 m<sup>3</sup> and a weight of 1650 kg and can be mobilised entirely or partially within 12 hours after reception of a formal request.

### A.4.2 Description of the stockpile

A detailed equipment list and the description of all items, specified per case, can be found in the Equipment Handbook (Part D – see Annex 9.3).

### A.4.3 Additional equipment needed

The equipment stored is only a subset of what eventually will be needed to carry out a complete oiled wildlife response (a range of additional equipment must be purchased or sourced locally). Scenarios can vary and so will the equipment needs required for any given unfolding scenario.

The Module Equipment aims to provide a useful starting point for the Module Team to work with, with the aim of providing minimum care to oiled animals that have already been captured. In all cases though, other equipment will have to be sourced at the time of the spill. Sourcing additional equipment can be carried out by the RP in their own country, with the instructions and advice of the Module Team on site, or by the Module Team itself. Also the MDM can assist with sourcing additional international equipment, for instance by providing the RP with the contact details of other equipment providers, or those of manufacturers or commercial suppliers.



Fig 9. Equipment maintenance inspection

## A.5 Preparedness of the Module

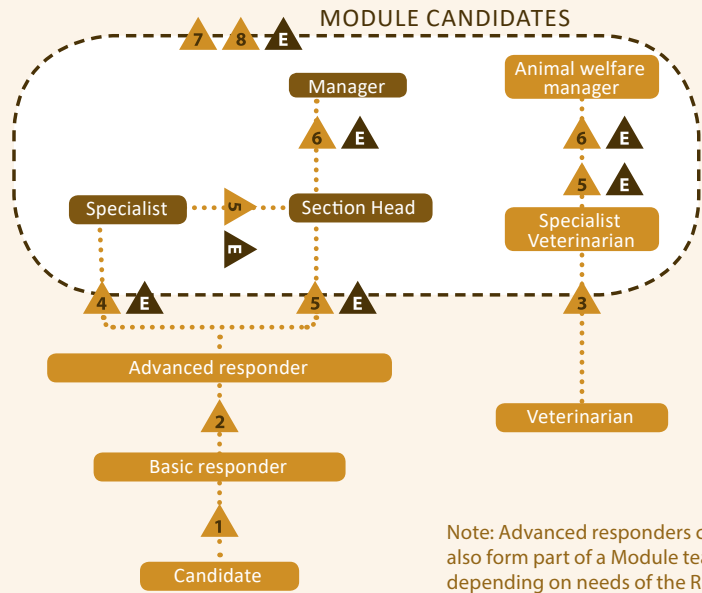
### A.5.1 Training of Experts

Table 2 provides an overview of the training and exercises that have been developed to support the maintenance of expertise in the Module and the development of experts who could be considered as a team member. Figure 10 a/b shows the training path for interested persons wanting to achieve the required qualifications to be available for the Module.

The various training modules can be used also to train local resources that can assist the Module during a response (e.g. Basic responder course).



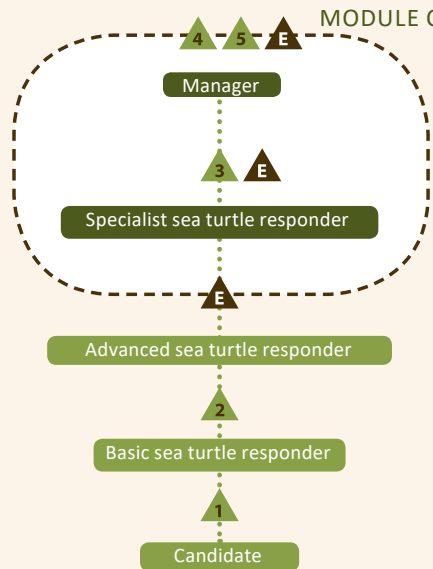
- 1. Basic course
  - 2. Advanced course
  - 3. Specialist veterinarian course
  - 4. Specialist course (knowledge & skills)
  - 5. Section Head course
  - 6. Managers course
  - 7. Module Team Member Course
  - 8. Module leadership course
- E. Life-long learning (exercises & experience)



Note: Advanced responders can also form part of a Module team, depending on needs of the RP.

Fig 10a. Pathways of training and exercises for seabird experts.

- 1. Basic sea turtle course
  - 2. Advanced sea turtle course
  - 3. Managers course
  - 4. Module Team Member Course
  - 5. Module leadership course
- E. Life-long learning (exercises & experience)



Note: Advanced responders can also form part of a Module team, depending on needs of the RP. Note that Advanced sea turtle responders, based on their previous experience, can gain a Specialist qualification following completion of the Advanced course, no additional Specialist Course is needed.

Fig 10b. Pathways of training and exercises for turtle experts.

Table 2 | Overview of training modules that are available to educate Module personnel, that can be provided by registered trainers

see also Figure 10 a/b

Training course	Type	Duration	Description	Competency level
1. Basic oiled wildlife responder course (birds/turtles)	Theory, practical	1-2 days	One off, possibility to deliver during spill events	Work force that can provide hands-on assistance under supervision of experts
2. Advanced responder course (birds/turtles)	Theory, practical	3-4 days	One off*	Work force that can work in many areas of the response with minimal supervision. If trainee has previous professional experience with sea turtles, can qualify as Specialists after the Advanced course.
3. Specialist oiled wildlife veterinarian course	Theory, practical	2-3 days	One off*	Overseeing animal welfare and treatment in an oiled wildlife rehabilitation facility, especially making assessments of individual animals, and overseeing herd health management.
4. Specialist course	Self-study, theory, and practical	2-3 day (knowledge and skills training Modules) + life-long learning	Course package with two Modules: - knowledge Module: one off with refreshers - skills Modules: one off Full Specialist qualification obtained with additional life-long learning experience.	Understanding scientific backgrounds of a protocol and able to adjust a recommended approach to the reality of the situation, maximising potential of a response and minimising adverse effects.
5. Section Head course	Theory, practical	2-3 days + life-long learning	One off modular training course package with refreshers. Full Section Head qualification obtained with additional life-long learning experience.	Able to lead a group of people on the work floor, optimising their collective capabilities in service of a common objective. Responsible for creating a safe and efficient work environment, ensuring that each facility department is functional and contributes to the overall facility objectives.
6. Managers course	Theory, practical	2-3 days + life-long learning	One off modular training course package with refreshers. Full Managers qualification obtained with additional life-long learning experience.	Aimed at persons who may have to take on managerial responsibilities in an oiled wildlife response, specifically for managing rehabilitation facility or field operations. Responsible for achieving the maximal delivery potential of facility or field operations.
7. Module Team Member course	Theory	0.5 days	One off with refreshers	Understanding of the Module's SOP and able to work as a team on the basis of it.
8. Module leadership course (MTL, MTD, MDM)	Theory, practical	0.5 days	One off with refreshers	Understanding the political environment the Module will be working in. Able to inspire and deal effectively with interpersonal relationships within the Module.

\* Refreshers needed for trainees who do not progress to next qualification levels.

### A.5.2 Expert readiness requirements (health, insurance, contracts, passport, etc.)

All team members must be physically fit and they will be required to be vaccinated against potential diseases that they may be exposed to as part of operations under this Module. Team members must be made aware of potential risks and advised how they can reduce these risks. They must also inform the MTL if they are sick when requested to attend, or if they become sick when mobilised during an incident. The Module Team activities will include the need to identify a local doctor who can be on hand to assist with any ailments that may arise.

Team members must also be aware of the psychological effects of working in such an incident for prolonged periods. The rescue and rehabilitation of large numbers of oiled wild animals during a major incident can be stressful, with many demands on time. As many of the team members and other staff and volunteers will have an affinity with animals, they will find that having to treat, and potentially euthanise, many casualties is distressing. As a result, all managers involved in the Module will be trained to identify the signs of stress and how to develop mechanisms to reduce this stress. This includes ensuring that all personnel, including the MTL and Section Heads, take regular breaks at well-defined intervals. Team members should also ideally be limited in the duration of their employment to two weeks. If the incident continues for several weeks, then it may be possible for team members to be redeployed for a second tour of duty.

All members of the team must have a valid passport. Where visas or other permissions are required, these will be sought by the RP and should be covered in the agreed Terms of Reference (see section A.5.8).

Members of the team are covered by their own organisation's liability insurance when mobilised. Where possible, insurance will be arranged through the RP. Insurance will also be required for volunteers or staff that may be recruited locally. This can be taken care of by the RP or other organisation such as a local NGO that has the infrastructure for deploying volunteers, or through a local municipality that may have storyboards for deploying volunteers in emergency situations.



Fig 11. Tabletop exercise as part of a training event

### A.5.3 Equipment readiness

The Module's equipment is stored in a warehouse in Zandvoorde, Belgium, where it is annually checked and maintained by the EUROWA network. A routine maintenance schedule has been devised that will allow the equipment to be examined and tested at regular intervals to ensure it is still fit for purpose. This will include the review of perishable items so they are in date and functional, assessments of new equipment to be added and administration of inclusion or removal of new/old items.

The Module will also include protocols for exercises where the equipment can be deployed to test the efficiency of the deployment process. This will also allow participating Module experts to review the equipment to ensure it is in working condition.

The owner of the equipment (Sea Alarm), together with the Module Equipment Coordinator, ensures that the equipment remains available 24/7 for EUROWA mobilisation. Terms and conditions for mobilisation of the equipment will be agreed between the owner and the RP. Ownership of the equipment may be transferred to the RP before mobilisation.

### A.5.4 Exercising the Module

The Module should be exercised via a range of different types of exercises, that test competency at several levels at a certain frequency, see Table 3. Most of the exercises can be organised internally within the Module to allow Qualified Experts to gain experience and attain the relevant qualification. However some of the larger scale exercises may need to be organised together with other stakeholders such as governmental agencies). Exercises can be funded by the Module Member organisations themselves, by external sponsoring from a stakeholder (e.g. governmental agency or industry) or by a project. Most of the exercises should be organised in close collaboration with governments, who are the end-users of the Module. For instance, the BALEX Delta exercises that are organised under HELCOM increasingly are having integrated wildlife exercises, and these offer great opportunities to exercise international mobilisations via the Module's 24/7 system.

Table 3 | Overview of exercises that are available to educate Module personnel

see also Figure 10 a/b

Exercise name	Type*	Target Frequency**	Target group (qualifications)
Equipment mobilisation	Mobilisation exercise	1 per 3 years	MTD, MDM, MEC
Team mobilisation	Table top/workshop	Every year	All team members
Module decision making	Table top/workshop	Every year	Section Heads, Managers
Facility management	Table top/game/functional	Every year	Section Heads, Managers
	Full scale	1 per 2 years	Section Heads, Managers
Field operations	Table top/game	Every year	Advanced, Specialist, Section Heads, Managers
	Functional (field)	Every year	Advanced, Specialist, Section Heads, Managers
Facility operations	Table top/game	Every year	Advanced, Specialist, Section Heads, Managers
	Functional (facility)	1 per 2 years	Advanced, Specialist, Section Heads, Managers
Wildlife incident management	Table top/game/functional	Every year	Section Heads, Managers
	Full scale	1 per 2 years	Section Heads, Managers

\* For more information on exercise types, refer to the EUROWA-2 Wildlife Response Guideline for Exercise Development, available at [www.eurowa.eu](http://www.eurowa.eu)

\*\*Frequencies are the ideal target. Larger scale exercises opportunities depend on funding contributions from authorities to hold such events.

### A.5.5 Maintaining relationships between Associated Organisations

Associated Organisations share a Charter amongst them, through which they all adhere to a common set of standards for the training and qualification of Module Experts.

Associated Organisations are listed in two categories:

A. AOs with Qualified Experts

B. AOs without Qualified Experts (as yet)

The qualification of experts takes place via the centralised training programme.

All AOs are offered to register candidates for the courses.

With a first employee being registered as a qualified expert, the AO becomes listed in category A.

Organisations of category A will be included in annual table tops in which they have to react to notifications according to the EUROWA internal SOP.

#### A.5.5.1 Maintaining a Database of Qualified Experts

All Qualified Experts will be registered in the database of Qualified Experts held by the EUROWA Secretariat (Sea Alarm). This database will keep a file of each expert, tracking the qualifications received and the participation in refreshers etc. Also various data are kept and updated, such as nationality, affiliation with AO, spills attended, which position held at those spills, etc.

Each qualified expert can receive newsletters and training announcements and will be invited to exercises and technical committees.

### A.5.6 Relationships with CECIS marine pollution and ERCC

The Module will be available for registration as a CECIS-MP asset (under 'other response capacity'). Once the Module is registered, there must be regular contact between the ERCC and the MDM, to ensure that this registration is maintained and information on the Module is updated at least every year.

#### A.5.6.1 Registration under CECIS marine pollution

The Module is available for registration in CECIS-MP. It is envisaged that formal registration will be carried out by Belgium and that the ERCC can assist with the coordination of this registration.

#### A.5.6.2 Recognition by ERCC & Member States and maintenance

It is assumed that the Module will be recognised by the ERCC via continued recognition of the Module by one or more European Member States. The MDM shall have an active policy every year to ensure that the Module and the development of its capacity (growing roster of experts via training and exercises) is reported to the ERCC and to the Member States by European Regional Agreements.

## A.5.7 Standard agreements and contracting

### A.5.7.1 Charter between Associated Organisations

The EUROWA Charter between Associated Organisations includes the following contents:

- Defines Associated Organisation (AO) and Affiliate Member (AM) in relation to EUROWA
- Defines that one AO (Sea Alarm) will act as secretariat but also as 24/7 centre and provides MDM at all times
- Sea Alarm will sign the Charter with new AOs on behalf of existing AOs, AMs will sign a letter of commitment to the EUROWA network
- Signing the Charter or Affiliate letter of commitment means that the new AO or AM subscribes to the qualification system of experts and respects the EUROWA training programme that leads to qualification of personnel
- A new AO or AM may evolve through the following levels:
  - > AO/AM without Qualified Experts
  - > AO/AM with Qualified Experts
- Only when in the second category will an AO/AM be notified in case of a request for response. AO/AM has to react within a given period of time
- (Other rules of play, as appropriate).

### A.5.7.2 Standard mobilisation contract Sea Alarm – RP

The standard mobilisation contract between Sea Alarm and the RP is available from Sea Alarm on request.

### A.5.7.3 Letter of engagement Sea Alarm - Associated Organisation

A letter will be signed by Sea Alarm once contracts are agreed and signed to confirm participation of the experts in question in the mission.

## A.5.8 Financial elements and Terms of Reference

The Terms of Reference (ToR) and contracts will also include an estimate for the costs of deploying the Module in terms of Team Members' time (as defined in EURO/day); equipment purchase or lease and reasonable expense rates. In addition to this, there will be set charges for the preparation and delivery of training programmes. See a template ToR in Annex 9.2 and information regarding contracts in the preceding sections.

## A.5.9 Safety and security of the team

Safety and security are an important component of an oil spill response operation in order to safeguard any personnel that are deployed to the site and to make sure that any unauthorised people do not have access to potentially hazardous areas. The RP should identify a person in charge of health and safety on site and put them in contact with the Module Team. The Module will only deploy team members when their safety and security can be guaranteed by the RP as detailed



Fig 12. PPE for oiled wildlife response

Fig 13. Working with sea turtles and other marine wildlife brings special health and safety requirements

in the ToR; this will be agreed by the MDM. The team members deployed under the Module would then need to comply with any risk assessments and health and safety protocols established by the spill response management agencies. This would include receiving a full briefing on

- the type and nature of the oil/contaminant
- what impacts it could have on human and animal health
- the nature of the hazards in the area affected
- what preventive measures have been taken
- what First Aid is available.

The MTL will then be responsible for ensuring that all staff and volunteers under their control are aware of these hazards and for taking measures to reduce the impact of these hazards on personnel. This includes, but is not limited to:

- provision of adequate and sufficient personal protective equipment (PPE)
- proper training and briefings on potential hazards, safety officers, reporting protocols, clear signage, etc.
- completion of risk assessments (facility and field).

Security is also a necessity and again, the members of the teams will need to comply with the restrictions imposed by the state and/or company coordinating the oil spill response. The MTL will be responsible for ensuring the good conduct of all team members involved in the response. Again this will require regular briefings to staff and volunteers and, where necessary, appropriate disciplinary action.

## A.6 Conditions for Module mobilisation

In its response phase, a Module will provide Managers, Section Heads and Specialists who can provide assistance to the RP's wildlife response coordination unit that is integrated into the incident management system (Figure 14).

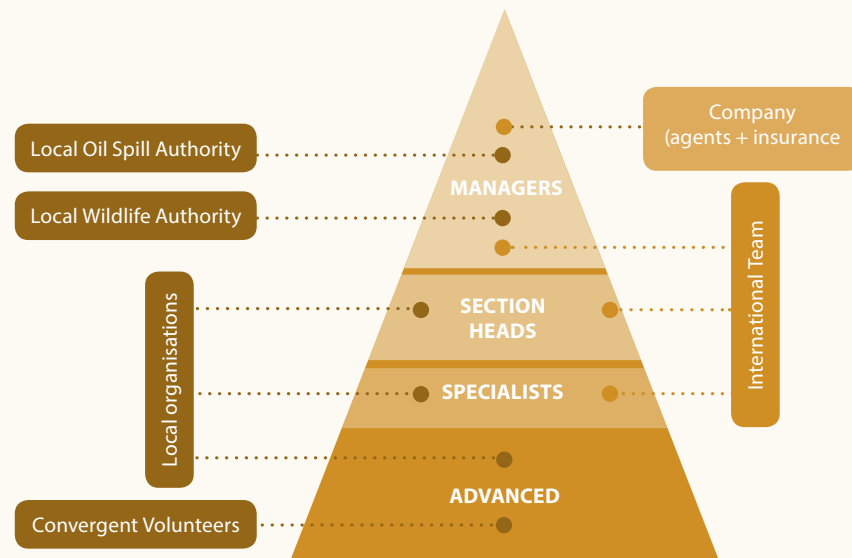


Fig 14. In the response management system the international teams will assist and provide expertise at different levels, working side by side with local experts and work forces.

### A.6.1 Clarity on operational incident management system

The Module needs a local wildlife response system to integrate with, that provides some minimum requirements, (which are required for an optimal response but scalable depending on the scale of the developing scenario), including:

- An incident management system that deals with the clean-up of oil pollution, to which a wildlife response is, or can be, officially integrated. This incident management system provides the regulatory and financial frameworks to the wildlife response
- An authority led, or mandated, wildlife response coordination unit that oversees and coordinates the wildlife response as an integrated part of the incident management system
- An Oiled Wildlife Response Plan (OWRP) that is designed to deliver an effective wildlife response at Tiers 1 and 2 and can integrate with a Tier 3 response when necessary
- A Wildlife Liaison Officer (WLO – see section A.6.2) who is assigned by the RP to facilitate the mobilisation and integration of the Module Team into the local response

- Local expertise who, when mobilised, can work with the Module in a number of key areas, including:
  - > Officials representing the wildlife authorities who can
    - Provide licences or permits for Module staff to handle wild animals (where necessary)
    - Authorise the proposed approaches regarding euthanasia and rehabilitation criteria, following discussions with the relevant agencies
    - Authorise any major response decision that may affect large numbers of animals.
  - > Biologists/ecologists who know the species at risk, their seasonal distribution/patterns, behaviour, their habitats and the safe access to these habitats
  - > Veterinarians who can assist with carrying out hands-on animal care and assist Module veterinarians to comply with national regulations around the use of medicines, drugs and euthanasia
  - > Organisations that have expertise and specialised resources (e.g. equipment) in the rescue and care of wild animals
  - > Organisations that can recruit, mobilise, register and insure volunteers if appropriate.

Under ideal circumstances all these resources should have been identified and defined in the OWRP, prepared by the relevant authorities as part of a larger Oil Spill Contingency Plan. This Plan should also include the mobilisation of Tier 3 resources such as the Module and provide the operational procedures to integrate such resources, when required.

When an OWRP is not available, the RP (as part of Host Nation Support) needs to set-up the required local support systems so that they are ready when the Module arrives in-country. In the absence of these support systems the Module cannot be expected to deliver a successful response. This will be further clarified as part of the Terms of Reference and contracts.

### A.6.2 A Wildlife Liaison Officer assigned by the RP

The MDM will need the name and contact details of a Wildlife Liaison Officer (WLO) who has been assigned by the RP. The WLO is an authority representative who will act as the main source of information on the Common Operating Picture for the MDM. The WLO also is responsible for facilitating the contracting and the mobilisation of the Module.

The MDM and the WLO will have highly frequent communications between them. It is of critical importance that they are always on the same page with their common understanding of the situation and the next steps in the agreed procedure.

## A.6.3 Guarantees on team in-country support

### A.6.3.1 Meet and greet

The Module team members arriving by plane, ferry or train should be picked up by the RP, and transported to their hotel or response site.

### A.6.3.2 Accommodation

The RP should assist with booking hotel accommodation and be ready to take care of the hotel bill for the duration of the team in country.

### A.6.3.3 Transport

Every day, Team members should be picked up from their hotel by the RP and transported to the location where their operational contribution is expected. In the evening they should be brought back to their hotel (unless another mutually acceptable arrangement is made).

## A.6.4 Signing the standard contract

The RP should provide by email a copy of the signed standard contract (see section A.5.7). On reception of this documentation the Module will mobilise.

## A.6.5 Compensation of costs

The Module will keep strict account of costs made, including costs for mobilising the team and equipment (travel, subsistence, transportation, replacement) and agreed fees. The RP will be billed on a weekly basis (unless agreed otherwise). The final bill will be sent to RP within 2 months after the return of the last responder and/or the return and check of equipment.

Within two weeks after reception of the payment on the Sea Alarm bank account, the Associate Organisations who had personnel involved will be compensated by Sea Alarm.

## A.6.6 Introduction course via e-learning

The EUROWA Module has developed an introduction course for future RP's which explains what the Module is, how it can be mobilised, what can be expected from it, and what the RP and the WLO should do to maximise smoothness of mobilisation and the Module's integration. This is available on request.

## A.7 Tasks of personnel in Module mobilisation

The Module consists of a few Experts who are charged with specific tasks in the different phases of the Module operations:

- The Module Duty Manager (MDM) which is a desk function in the headquarters of Sea Alarm
- The Module Team Leader (MTL), who acts as head of delegation, leading the team
- The Module Technical Director (MTD), who is responsible for the technical quality of the team's assistance
- The Module Equipment Coordinator (MEC), who is responsible for the mobilisation and deployment of the Module's equipment
- A Module Team Member (usually one of several who make up a Team), who provides specific technical expertise.

### A.7.1 Phases of a response

An oiled wildlife response is usually composed of the following phases (which are outlined in relation to tasks for key personnel in the next sections):



Fig 15. Overview of response phases.

### A.7.2 Tasks in the pre-deployment phase

In the pre-deployment phase, a request is received and a limited number of experts must assess the request, and see whether or not the Module should be mobilised if all required criteria are met, and if yes, if first an Assessment Team will be sent (see section A.7.3) or if a Response Team will be sent (see section A.7.4).

<b>Module Duty Manager (MDM)</b>	<ul style="list-style-type: none"> <li>• Receive the notification (alert) call and passing the information on to Module organisations</li> <li>• Seek direct contact with the RP, ERCC and CECIS-MP contact point and maintaining optimal communication during the pre-deployment phase</li> <li>• Create and update a Common Operating Picture on the basis of information collected from RP or other sources</li> <li>• Facilitate teleconference meetings with Associated Organisations (AOs) and experts</li> <li>• Ensure that decisions are taken carefully according to SOP but swiftly in order to meet reasonable expectations with RP that the Module can be mobilised fast.</li> <li>• Act on the basis of the decisions</li> </ul>
<b>Module Equipment Coordinator (MEC)</b>	<ul style="list-style-type: none"> <li>• Ensure the equipment is ready for mobilisation if called upon</li> </ul>
<b>Mobilisation manager of an Associated Organisation (AO)</b>	<ul style="list-style-type: none"> <li>• Receive the notification from the MDM</li> <li>• Study and contribute to the developing Common Operating Picture</li> <li>• Attend teleconference meetings on behalf of the organisation</li> <li>• Assist MDM with staffing and preparing a team, and developing the team's ToR</li> </ul>

### A.7.3 Tasks in the on-site assessment phase

In the on-site assessment phase, a small expert team (Assessment Team) travels to the incident country to work with RP and other parties in the response to closely assess what is needed and what assistance the Module could provide. The MDM coordinates the team's activities from his office. The findings of the Assessment Team are essential in feeding the decision whether or not a response can be provided by the Module.

#### Module Duty Manager (MDM)

- Create and update a Common Operating Picture on the basis of information collected
- Facilitate teleconference meetings with organisations and experts
- Negotiate and complete contracting process
- Deliver instructions and briefing of the team before departure
- Ensure coherent travel and hotel booking are arranged in consultation with RP
- Support the team onsite; assist MTL in problem solving
- Maintain contacts and ensure information sharing with all stakeholders
- Monitor progress of the team in relation to the Terms of Reference (ToR)
- Facilitate strategic meetings between experts of the Associated Organisations in support of the team on-site
- Facilitate the transition of the team on-site into a Response Team if this is decided, or facilitate the team's demobilisation
- Ensure reporting, evaluation and invoicing after mission completion

#### Module Assessment Team Leader (MTL)

- Provide leadership to the team onsite and have overall decision making responsibilities regarding the team's tasks
- Act as the main representative of the team on site in relation to the RP
- Ensure the wellbeing of the team and solve problems, in close cooperation with the MDM
- Ensure an efficient and swift mission and in consultation with the MTD make recommendations to the MDM as to whether if response assistance by the Module would be feasible, if yes, what expertise and equipment should be mobilised

#### Module Technical Director (MTD)

- Lead the technical discussions within the team and lead the team to key assessment conclusions
- Make recommendations to local stakeholders on the technical feasibility of the response
- Make technical recommendations for the Terms of Reference on the basis of which a Module response assistance can be carried out

#### Team Member

- Assess the quality of the ongoing response and report findings to the MTD.
- Assist MTD to assess the feasibility of a Module Response assistance



Fig 16. Wildlife Response Coordination Unit



Fig 17. Beach search and collection exercise

### A.7.4 Tasks in the Response Phase

In the Response Phase, a tailored Response Team mobilises and after meet and greet by the RP, takes positions in the wildlife response. The response team merges with the local wildlife response by taking agreed positions, but still maintains its internal decision making structure. The MDM coordinates from his/her office. On a day-by-day basis the Response Team Leader exchanges with the MDM, and decisions are taken about progress made and the completion of the Terms of Reference. Towards the end of the mission the MDM assists with demobilising team members until the whole team has demobilised. The MDM takes care of the reporting and other post-demobilisation actions.

#### Module Duty Manager (MDM)

- Update a Common Operating Picture on the basis of information collected
- Facilitate teleconference meetings with Associated Organisations and experts
- Negotiate and complete contracting process
- Deliver instructions and briefing of the team before departure
- Ensure coherent travel and hotel booking are arranged in consultation with RP
- Support the team onsite; assist MTL in problem solving
- Maintain contacts and ensure information sharing with all stakeholders
- Monitor progress of the team in relation to the ToR
- Facilitate strategic meetings between experts of the Associated Organisations in support of the team on-site
- Facilitate the team's demobilisation
- Complete reporting, evaluation and invoicing after mission completion

#### Module Equipment Coordinator (MEC)

- Arrange the equipment mobilisation by organising transport of the equipment from the warehouse to the incident as required
- Arrange, in liaison with MDM and RP, customs inspections in country(ies) of arrival or through which the equipment will need to be transported
- Other transit documents?
- Delivers a list of equipment to RP (and MDM) so that RP can report any missing equipment on arrival

#### Module Response Team Leader (MTL)

- Provide leadership to the team onsite and have overall decision making responsibilities regarding the team's tasks
- Act as the main representative of the team on site in relation to the RP
- Ensure operations are conducted according to Terms of Reference
- Ensure the wellbeing of the team and solve problems, in close cooperation with the MDM
- Ensure providing daily updates on findings to MDM
- Ensure the Team's wellbeing

#### Module Technical Director (MTD)

- Lead the technical discussions within the team
- Ensure that on a daily basis a technical analysis of progress is made in relation to the Terms of Reference
- Make recommendations to the MTL as to the continued technical feasibility of the mission
- Take a leading position in the team to assist and coach the local wildlife response organisation and managers.

#### Team Member

- Attend team meetings and provide technical viewpoints from the work floor
- Take a designated position in the wildlife response organisation during the day, providing hands-on assistance to the animals while teaching and coaching local responders

## A.7.5 List of required qualifications/certifications

Table 4 provides a specification of qualifications that each of the functions needs to have in order to be recognised as a Module expert. The training programme that would lead to the qualifications mentioned is explained in section 5.1.

Table 4 | Overview of qualifications needed to become a Module Expert

Module officer function	Required qualifications		Recommended qualifications	
	EUROWA	EUROWA Module leadership course	International emergency response course**	General emergency management***
Module Duty Manager (MDM)	Manager	✓	✓	✓
Module Equipment Coordinator (MEC)	Manager			
Module Team Leader (MTL)	Manager	✓	✓	✓
Module Technical Director (MTD)	Manager	✓	✓	✓
Team Member	Specialist, Section Head or Manager *		✓	

\* In certain cases, based on need, Advanced qualification could also be valid.

\*\* E.g., UN DSS course, EU Civil Protection Technical Expert Course

\*\*\* E.g., ICS 100, ICS 200.



Fig 18. Briefing of volunteers during a wildlife response exercise

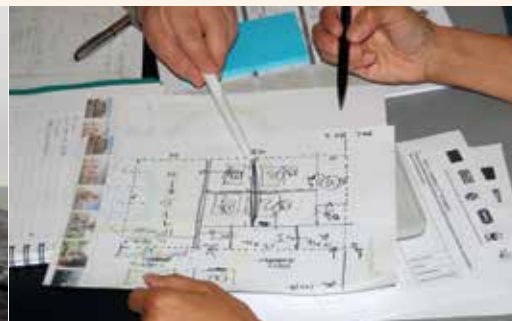


Fig 19. Rehabilitation facility management tabletop exercise



Fig 20. Management of wildlife response operations in the Wildlife Branch

## A.8 Communications

### A.8.1 Internal in-country Team communications

The Module Team Members will communicate amongst each other using mobile telephones. The costs of these in-country communications will be invoiced to the RP on the basis of real made costs. Alternatively, the RP could provide a good alternative, e.g. by providing cell phones to each team member.

Where reception for mobiles and internet may be poor, the Module teams will have access to a shortwave radio system to enable them to remain in contact with each other. Such a system will also have a role in facilitating communications between members who work in different parts of the response.

### A.8.2 Communication as part of the in-country incident command system

The Module is designed to integrate with the national incident management system and will expect to make use of the communication systems that the incident management system uses. The quality of this communication system will be assessed by a Module Assessment Team, and may be a reason to decline the invitation by the RP to get involved in the response. Whenever Module Experts are sent to the operations in the periphery (coastal activities), they will expect to be provided with communication systems (e.g. radio system) that will work in the field. In the absence of proper communication mechanisms, the Module Team may have to decline from participating in field work.



### A.8.3 Communications between Team and MDM

The Module also maintains a password secure web-based portal that will act as an information log for each incident that is relayed to the MDM. The MDM will create the log and will keep it up to date with details of the incident as it unfolds.

### A.8.4 Communication between MDM and RP

The MDM and RP must have close contact and together manage the invited assistance of the Module according to the Terms of Reference and signed contract. The MDM and the RP's WLO will have to have day to day contact to prepare for the Module's Team's mobilisation. As soon as the Module has arrived in-country the WLO can discuss issues further with MTL and the MDM will be kept in the loop of agreements made. After the Team's demobilisation, the MDM will resume a more frequent contact with the WLO to round up the mission.

## List of Acronyms

AM	Affiliate Member
AO	Associated Organisation
CECIS-MP	Common Emergency Communication and Information System for Marine Pollution Incidents (European Commission)
ERCC	Emergency Response Coordination Centre
EUROWA	European Oiled Wildlife Assistance
MDM	Module Duty Manager (Sea Alarm representative)
MEC	Module Equipment Coordinator
MTD	Module Technical Director
MTL	Module Team Leader
OWRP	Oiled Wildlife Response Plan
PPE	Personal Protective Equipment
RP	Requesting Party
ToR	Terms of Reference
WLO	Wildlife Liaison Officer (RP representative)

## Photo credits

Sea Alarm: Front cover, Figures 1, 2, 3, 5, 6, 9, 11, 12, 15, 16, 17, 18, 19, 20  
 Submon: Figures 4, 13  
 PRO Bird e.V.: back cover

## References

**IPIECA-IOGP, 2019. Oil Spill Preparedness and response: an introduction.**

[www.ipieca.org/resources/good-practice/oil-spill-preparedness-and-response-an-introduction-2019/](http://www.ipieca.org/resources/good-practice/oil-spill-preparedness-and-response-an-introduction-2019/)

**IPIECA-IOPG, 2014. Wildlife response preparedness**

[www.ipieca.org/resources/good-practice/wildlife-response-preparedness/](http://www.ipieca.org/resources/good-practice/wildlife-response-preparedness/)

**European Commission (EC), 2012. EU Host Nation Support Guidelines. Commission staff Working Document. SWD(2012) 169 final.**

[https://ec.europa.eu/echo/files/about/COMM\\_PDF\\_SWD%2020120169\\_F\\_EN\\_.pdf](https://ec.europa.eu/echo/files/about/COMM_PDF_SWD%2020120169_F_EN_.pdf)

## A.9 Annexes

### A.9.1 Code of Conduct for Team Members

#### A.9.1.1 Introduction

The code of conduct applies to all members of the EUROWA Module. This code presents guidelines for staff conduct, which are intended to be consistent with the specific national standards of conduct.

Ethical conduct is not a passive process, but requires you to make conscious choices and decisions, and to exercise good judgment.

As a member of the EUROWA Module, you are expected to observe the highest standards of ethical conduct, consistent with the values of humanity, impartiality, independence, neutrality, integrity and discretion. You should strive to avoid even the appearance of impropriety in your conduct.

#### A.9.1.2 Basic Standards of the Code

##### Humanity

Humankind shall be treated humanely in all circumstances by saving lives and alleviating suffering, while ensuring respect for the individual.

##### Impartiality

You are expected to act with impartiality. Assistance is to be provided regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. You should take care that your expression of personal views and convictions does not compromise or appear to compromise the performance of your official duties. Your official conduct must at all times be characterised by objectivity and professionalism. You should not allow personal relationships or considerations, including bias or favouritism, to influence the performance of your official duties.

##### Independence

Your action should be autonomous from the political, economic, military or other objectives that any actor may hold with regard to areas where the action is being implemented.

##### Neutrality

You should not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

##### Integrity

You are expected to act with integrity in all your activities, avoiding any behaviour that would reflect adversely on you or on your country or on the EU as whole. Integrity encompasses honesty, probity, and loyalty.

##### Discretion

You should exercise the utmost discretion in your actions and show tact and reserve in your pronouncements in a manner that is consistent with your status as an international relief worker.

##### Courtesy and respect

You should treat all your partners with courtesy and respect, without harassment, or physical or verbal abuse. You should at all times avoid behaviour at the workplace that, although not rising to the level of harassment or abuse, may nonetheless create an atmosphere of hostility or intimidation. You should respect religion, culture and custom of other persons. You should respect any national and international law.

##### Diplomacy

When mobilised, exercise diplomacy and tact in dealings with local responders/volunteers, even when issues of animal welfare are at stake. The EUROWA Module team should agree on a procedure for solving conflicts or tensions.

##### Accountability

You should act within the scope of your authority at all times. You remain accountable for tasks you perform or delegate to others.

##### Use and disclosure of confidential information

You are responsible to protect the security of any confidential/sensitive information provided to you and to respect the requirements of the EU GDPR regulation.

##### Press relations, public statements and publications

You should fully respect the relevant national or European Commission's (EC) rules for contacts with news and media when deployed under the European Commission's contract.

When deployed under the EC contract, the EC owns the copyright for all written, photographic and other material you produce as part of your official duties, and has the right to publish such work in a manner it deems appropriate.

##### Conflicts of interest

You should avoid any situation involving a conflict, or the appearance of a conflict, between your personal interests and performance of your official duties.

##### Acceptance of gifts, decorations and honours during deployment

You should never solicit gifts or favours in connection with your duties. Gifts that are offered should normally be declined. However, you may accept a small gift when it would create an embarrassment to refuse it.

You are not allowed to accept any honours or decorations given to you in connection with your official duties. However, if there is no advance notice of the honour or decoration, and it is impossible to refuse it, then you may accept it and then report it to your respective headquarters.

## A.9.2 Terms of Reference

### EUROWA Terms of Reference



Country and location: .....

Incident Name: .....

Date: ..... Time: ..... am/pm

Name Module Duty Manager: .....

Name of Requesting Party contact person: .....

Position of Requesting Party contact person: .....

Organisation of Requesting Party Contact Person: .....

Legal status of Requesting Party (gov., NGO, industry etc.): .....

Contact details: ..... Email: .....

Tel.: ..... Mobile: .....

#### Mission Details

##### What has the requesting party asked for?

- Not sure, and would like the Module to advise on the best way to go
- RP is not prepared to mobilise the Module and would like the Module to remain on stand-by (for now)
- RP wants the Module to assist with distant advice and monitoring
- RP wants the Module to mobilise an Assessment Team
- RP wants the Module to mobilise a Response Team\*\*
  - with mobilisation of equipment (purchase)
  - with mobilisation of equipment (lease)
  - without mobilisation of equipment

\*\* The decision to move from an Assessment to a Response team can only be made in conjunction with the Module Team Leader.

##### Is there an oiled Wildlife Response Plan in place?

- Yes
- No

##### Overall description of mission

.....

.....

##### Specific tasks of the team (include locations)

1. ....
2. ....
3. ....
4. ....
5. ....

##### What is the defined end point for the mission?

.....

##### Who is the main contact for the Module team on site? (name of Wildlife Liaison Officer or WLO)

Name: ..... Organisation: .....

Tel.: ..... Mobile: .....

Email: .....



#### Team Members

1. Name: .....

Organisation: ..... Role: .....

2. Name: .....

Organisation: ..... Role: .....

3. Name: .....

Organisation: ..... Role: .....

4. Name: .....

Organisation: ..... Role: .....

5. Name: .....

Organisation: ..... Role: .....

6. Name: .....

Organisation: ..... Role: .....

7. Name: .....

Organisation: ..... Role: .....

8. Name: .....

Organisation: ..... Role: .....

#### Where should personnel be mobilised to ("arrival location")?

Location: ..... Contact person: .....

#### Where should equipment be mobilised to?

Location: ..... Contact person: .....

#### Safety and Security information

.....

#### Contract and Cost Reimbursement

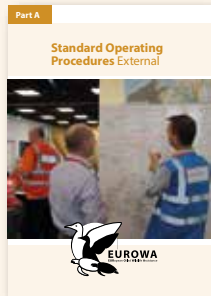
Contracting structure that will be used (e.g. ISCO/ BIMCO)	
Organisation that will sign the contract with Sea Alarm	
Organisation covering costs of Module mobilisation	(if different from above)
Expected reimbursement procedure	

### A.9.3 Internationally agreed protocols and guidelines

This section lists a number of internationally agreed protocols, handbooks and guides to good practice in wildlife response that RPs should be aware of:

- Key principles for the protection, care and rehabilitation of oiled wildlife (IPIECA-IOPG, 2017) – available at [www.ipieca.org/resources/awareness-briefing/key-principles-for-the-protection-care-and-rehabilitation-of-oiled-wildlife](http://www.ipieca.org/resources/awareness-briefing/key-principles-for-the-protection-care-and-rehabilitation-of-oiled-wildlife)
- Wildlife response preparedness (IPIECA-IOPG, 2014) – available at [www.ipieca.org/resources/good-practice/wildlife-response-preparedness/](http://www.ipieca.org/resources/good-practice/wildlife-response-preparedness/)
- European Oiled Wildlife Response Plan Proposal – available at [www.eurowa.eu/resource/european-oiled-wildlife-response-plan-proposal/](http://www.eurowa.eu/resource/european-oiled-wildlife-response-plan-proposal/)

In addition to the documents mentioned above, this SOP forms part of a set of technical guidelines (Parts A-J), further information on the EUROWA standards series can be found at [www.eurowa.eu/resources/documents/eurowa-standards](http://www.eurowa.eu/resources/documents/eurowa-standards).

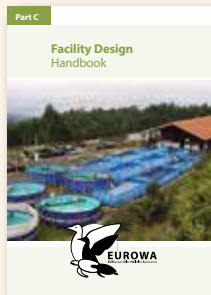
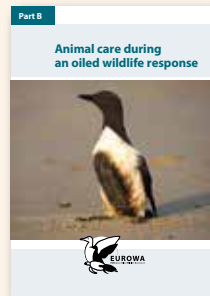


#### Part A – SOP

This document – process of a Module mobilisation, procedures and job descriptions, tasks for the RP (entity requesting the EUROWA Module).

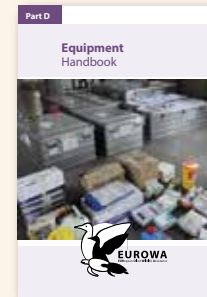
#### Part B - Animal care during an Oiled Wildlife Response

Joint protocol for oiled seabird rehabilitation.



#### Part C – Facility Design Handbook

Guidelines on equipment and supplies needed to set up and run a wildlife rehabilitation facility for oiled birds.



#### Part D – Equipment Handbook

Description of EUROWA's equipment stockpile that can be mobilised to complement the capability or capacity of a local wildlife response.



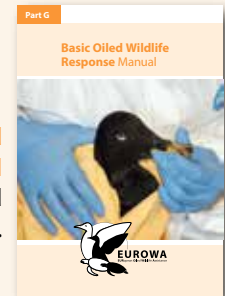
#### Part F – Facility Management Handbook

How to set up and manage a wildlife rehabilitation centre as a conceptualised facility.



#### Part E – Response Concepts Handbook

Handbook for in the field/on-site use, including key technical concepts and guidelines.



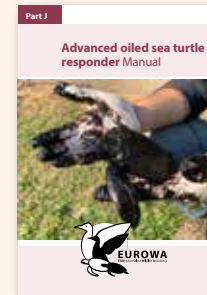
#### Part G – Basic oiled wildlife responder Manual

Guidelines on first-aid of oil affected wildlife, focussing on seabirds.



#### Part H – Oil Impact Assessment Handbook

Guidelines for designing a system of data collection and analysis to make a reliable assessment of impact on wildlife populations.



#### Part J – Advanced oiled sea turtle responder Manual

Best practices for rehabilitation of oiled sea turtles.



Guidelines on first-aid of oiled sea turtles



**EUROWA**  
EUROpean Oiled Wildlife Assistance

[www.euowa.eu](http://www.euowa.eu)