

EMPOLLEX PROGRAMME RULES, PROCEDURES & GUIDELINES

Annex 8 – Guidance for Centres of Expertise / Host Centres

All centres agreeing to be a hosting centre should take into account the following information:

- The main objectives of the Empollex programme are to promote exchange of best practice and expertise between national administrations and enhance contacts, networking and cooperation between participating States in the field of marine pollution preparedness and response. More information on the programme is provided in the *Empollex Programme Guidelines*.
- EMSA (Empollex coordinator) or the Empollex National Correspondent of your country may contact you to explore your availability to host foreign experts to visit your organisation, department, MRCC, etc. on specific dates and on the basis of the expert's *Empollex Application*, which will also be forwarded to you.
- Communicate with EMSA timely your availability to host the foreign expert.
- Propose and organise a short programme for the visiting expert to follow and specific staff from the hosting centre to accompany the expert during his /her visit.
- Organise the programme as much as possible in accordance with the expert's objectives for his / her visit. To this effect you will be asked to fill in, date and sign and return to EMSA the *Empollex Exchange Schedule Sheet (Annex 6b – Part A)*.
- Coordinate and assist the expert to organise internal/local/cross-border travel i.e. car, ferry, helicopter or plane to local MRCC, etc. if necessary.
- Inform the expert of most appropriate and practical hotel(s) close to your offices.
- Promote the exchange of information and best practice between the hosting centre and the visiting expert, so as for the hosting centre to also benefit from the exchange of information, expertise and knowledge.
- After completion of the expert's visit, provide brief feedback to EMSA regarding your experience as a hosting centre (see Empollex Guidelines Annex 9).