



EAS Mobilisation & Demobilisation Procedures

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1. Introduction

The Agency is tasked to provide additional response capacity to the Member States of the European Union, EFTA States. In addition, the Agency may also provide assistance in case of pollution to third countries sharing a regional sea basin with the European Union[1], in line with the EU Civil Protection Mechanism. This is in accordance with the Agency's founding Regulation (EC) N°1406/2002 as amended.

The overall objective of EMSA's Equipment Assistance Service (EAS) is the provision, upon demand and at short notice, of oil pollution response services, more particularly the availability on-site of specialised Oil Spill Response (OSR) equipment in order to respond to oil spills in the European regional sea basins.

Quick and efficient mobilisation of the service is essential for the effectiveness of the pollution response action.

The time required to provide the equipment and required services to the Requesting Party is determined by many different factors e.g. size and weight of the requested equipment and distance to the response site. There is a range of possible alternative approaches that can be adopted by a company/consortium in order to provide the EAS at the necessary specification. A key element is how a company/consortium intends to ensure that the requested equipment and/or (if requested) technical support personnel is provided at the place of handover as fast as possible.

The Contractor shall maintain an emergency contact point 24 hour a day, 7 days a week in order to ensure the equipment mobilisation at short notice. The stored must be packed and ready for immediate dispatch. An associated packing list must be in place. Upon request by EMSA the Contractor will enter into an Incident Response Contract – Equipment (IRC-E) with the Requesting Party indicated by EMSA. The IRC-E is the framework for the provision of the EMSA response services during an incident and covers the conditions for the delivery of oil pollution response equipment and (if requested) supporting personnel to the Requesting Party, including tariffs and place of delivery. The IRC-E Form is to be signed by the EMSA Contractor and the Requesting Party in case of an incident.

The equipment shall be mobilised within 12 hours of the signature of IRC-E by the Requesting Party. Within that time the equipment must be loaded on trailers (or other appropriate means of transportation) and ready to be transported to the place of handover.

Accordingly, the Contractor must develop and implement the EAS Mobilisation/De-mobilisation Plan including the procedures for mobilisation, including loading/offloading arrangements, availability of personnel, means of transport, primary and alternative routes for transporting the cargo, and mobilisation time for each of the operation sequences.

In case storage of dispersant has been requested by EMSA under additional services, the same requirements shall be applicable to the mobilisation of dispersant.

In order assist the tenderer in development of the requested plan the framework for the mobilisation and de-mobilisation procedures is described below.

For the different Parties involved in the mobilisation procedure for exercise and actual pollution response, types of notices, and places of execution of the tasks and their definitions, please refer to the IRC-E (Annex III to the draft Framework Service Contract).

2. Mobilisation process

The mobilisation starts from the moment the Contractor receives from EMSA (by e-mail) the Notice of Mobilisation and is completed when the equipment is delivered to the place of handover.

The EAS mobilisation process consists of 4 phases:

- Notification and IRC-E signature;
- Equipment mobilisation – arranging transport, loading;

- Equipment transportation – transportation by road;
- Equipment handover – formal handover of the equipment to the Requesting Party at the place of handover.

3. Overview of the mobilisation procedure

The steps of the mobilisation procedure and related time standard are as follows:

- After receiving a request for assistance from the affected Requesting Party, EMSA may send the Contractor a Notice of Mobilisation. The Notice contains details of the Requesting Party in the affected country and a request to enter into the IRC-E with the Requesting Party. The IRC-E Form is attached to the Notice of Mobilisation;
- The Contractor fills in the IRC-E Form, signs and sends it (by e-mail) to the Requesting Party in the affected country. Time for preparing and sending the signed IRC-E Form should be no longer than 3 hours;
- The Requesting Party fills in and signs the IRC-E Form and sends it back to the Contractor. This part normally should take no more than 4 hours. The Contractor sends immediately copy of the IRC-E Form signed by both parties to EMSA. From the moment of receipt of the IRC-E Form signed by the Requesting Party the Contractor starts equipment mobilisation (maximum 12 hours);
- Once mobilisation is completed, the Contractor dispatches the equipment and sends the Notice of Dispatch to the Requesting Party. This should be done immediately when the equipment (and personnel if required) is en route to the place of handover. A copy of the Notice of Dispatch must be sent to EMSA;
- The equipment (and personnel if required) is transported to the Place of Handover indicated in IRC-E Form;
- Once the equipment arrives at the Place of Handover the Contractor sends to the Requesting Party the Notice of Delivery;
- The Contractor hands over the equipment to the Requesting Party at the place of handover. A Handover/Redelivery Statement must be signed by both parties and a copy sent immediately to EMSA.
- If technical support personnel is also requested by the Requesting Party, then the handover will also include a familiarisation with the equipment for the Requesting Party personnel.

The simplified equipment mobilisation procedure is illustrated by the flow chart in Attachment 1.

4. Overview of the demobilisation procedure

After completion of the pollution response activities the Requesting Party is obliged to return to the EMSA Contractor the equipment, clean and in operational condition, at the place of redelivery.

The steps of the demobilisation procedure are as follows:

- After completion of the response activities the Requesting Party sends to the EMSA Contractor, with a copy to EMSA, a Notice of Ending the Operational Activities;
- The Requesting Party completes equipment clean-up and repairs if needed (these services may be performed by the EMSA Contractor if requested by the Requesting Party);
- After completion of equipment clean-up and repairs if needed, the Requesting Party sends to the EMSA Contractor (with copy to EMSA) a Notice of Redelivery indicating the arrival of the equipment at the Place of Redelivery.
- The equipment redelivery takes place at the Place of Redelivery indicated in the IRC-E Form. The Requesting Party hands over the equipment to EMSA's Contractor. A Handover/Redelivery Statement must be signed by both parties.
- After receiving the equipment the Contractor sends to EMSA a copy of the Handover/Redelivery Statement and proceeds to return the equipment to the stockpile.

The simplified equipment demobilisation procedure is illustrated by the flowchart in Attachment 2.

5. Equipment Mobilisation/Demobilisation Plan

The Equipment Mobilisation/Demobilisation Plan must include at least the following elements:

- Indication whether the tenderer is relying on any subcontractor(s) for the provision of services in relation to the mobilisation and transport of the equipment and form of agreement existing with its subcontractors;
- Access to logistical arrangements for equipment loading, such as cranes, forklift trucks and maximum time to have them ready for operations at the storage location (indicate whether they are located at all times at the storage location or need to be brought there);
- Clear distribution of tasks & responsibilities for all involved parties;
- Contact details of the emergency 24/7 contact point;
- List of personnel responsible for planning and arranging means of transportation, transportation routes and documentation required to deliver the equipment to the place of handover;
- List of personnel responsible for handling the equipment;
- Chain of notification of the personnel necessary to mobilise the equipment;
- Maximum time for the personnel to be ready to commence mobilisation;
- List or description of arrangements regarding the personnel for the equipment operation;
- Description of logistics including available means for transportation (e.g. trucks, trailers etc.) and handling the equipment (e.g. forklifts, cranes);
- Maximum time for transport trucks / trailers to arrive at the storage location for loading the equipment;
- Maximum time needed to load up to twelve 20ft containers;
- Consideration of different transportation scenarios (truck, transportation of standard and oversized cargo);
- Time of mobilisation/demobilisation for different scenarios;
- Maximum overall time for mobilisation of equipment (loaded onto truck(s) and ready to be transported);
- Considerations regarding fast and efficient provision to Requesting Parties of equipment, provision of technical support personnel to assist equipment handover.

6. Mobilisation documents

During equipment and technical support personnel mobilisation/demobilisation the following documents are used:

- Notice of Mobilisation;
- IRC-E;
- Notice of Dispatch;
- Notice of Delivery/Redelivery;
- Handover/Redelivery Statement;
- Notice of Ending Operational Activities.

An example of the Notice of Mobilisation is attached as Attachment 3 to this document.

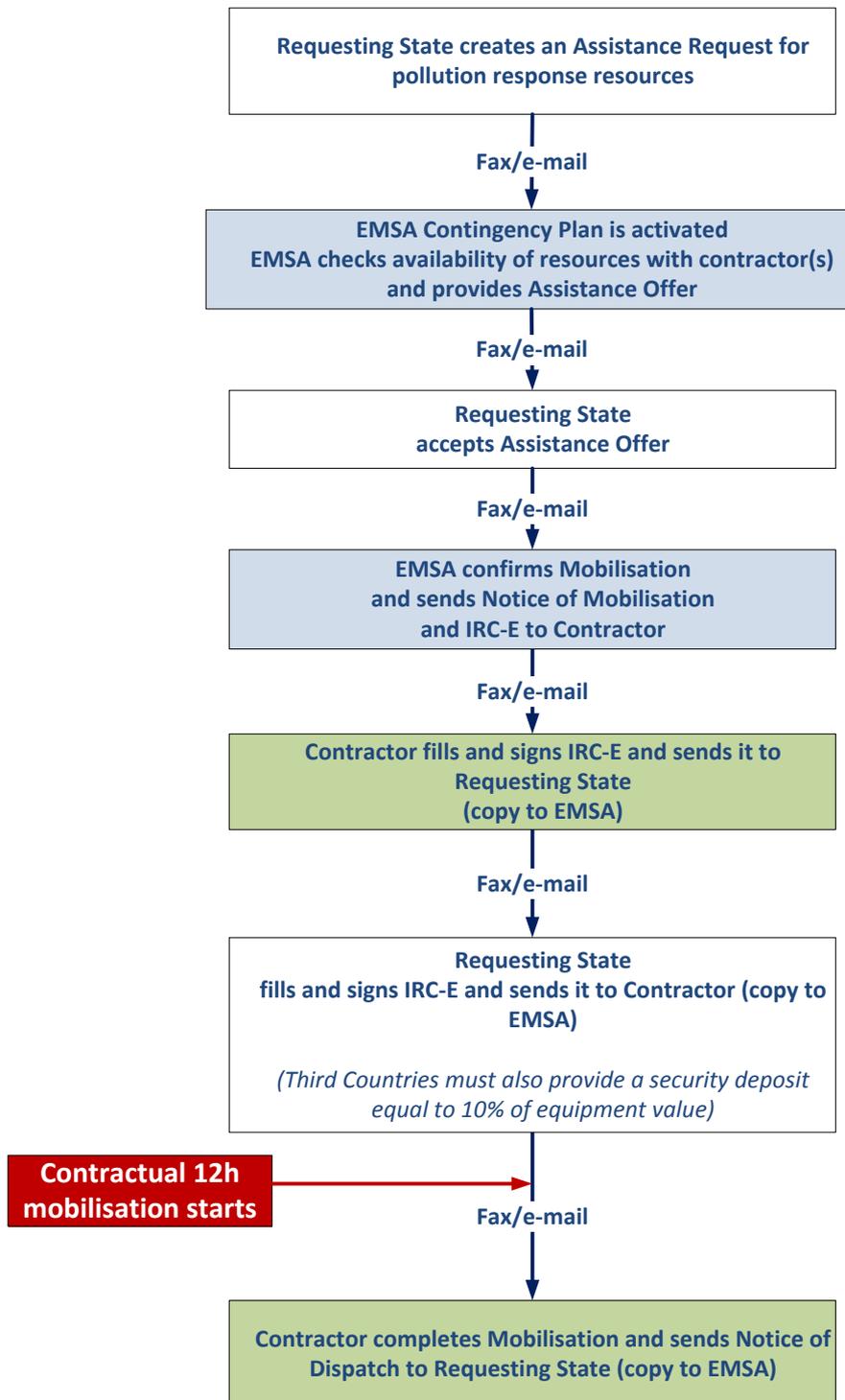
IRC-E Form as well as the Handover/Redelivery Statement attached to the IRC-E can be found in Annex III to the Framework Contract.

For the Notice of Dispatch, Notices of Delivery and Redelivery and Notice of Ending Operational Activities there are no special templates. These may take the form of simple e-mail message.

Appendix A List of Annexes

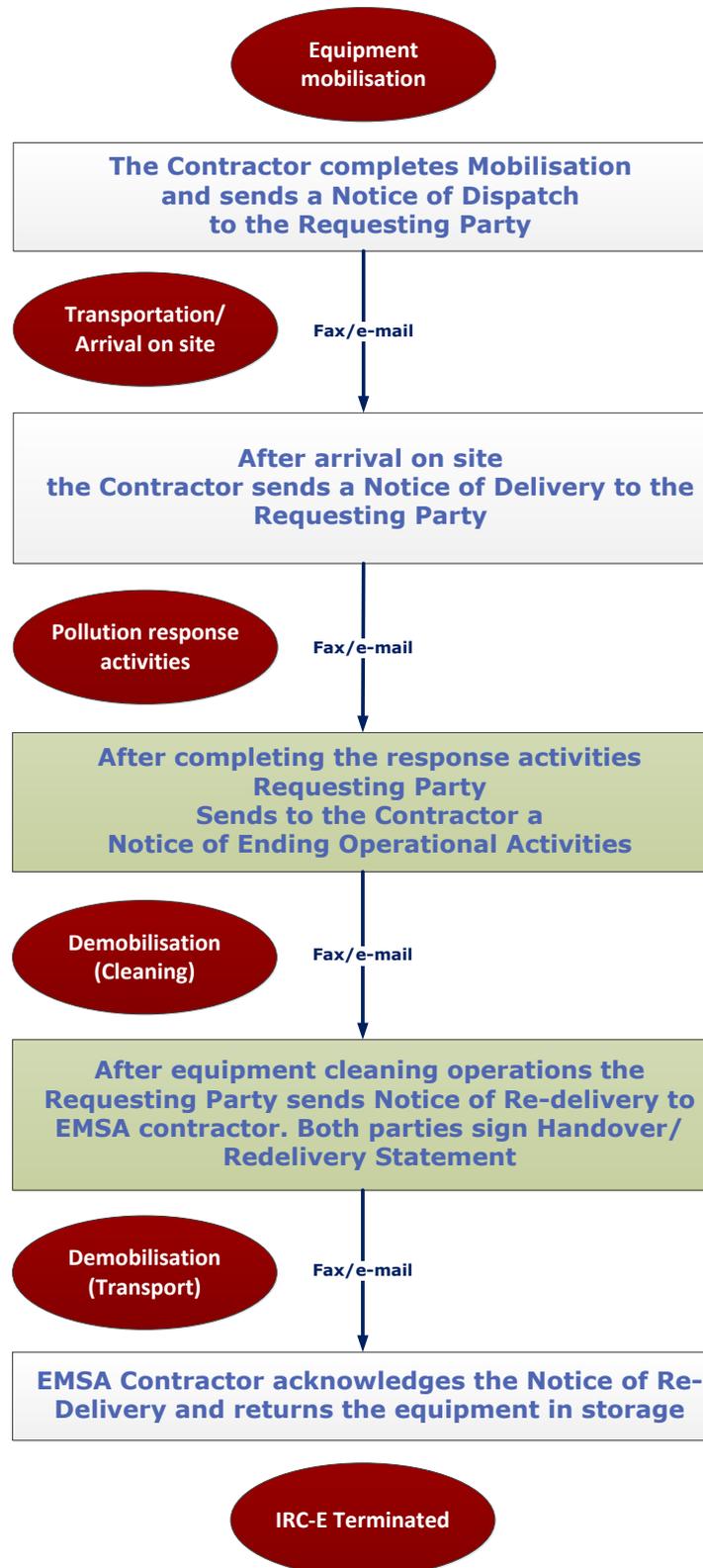
Annex 1	EAS Mobilisation Flowchart
Annex 2	EAS Operations and De-mobilisation Flowchart
Annex 3	Notice of EAS Mobilisation

Annex 1 – EAS Mobilisation Flowchart



The mobilisation of the EMSA equipment is considered completed when the Contract is filled in and signed by BOTH PARTIES: EMSA Contractor and the Requesting State; and a Notice of Dispatch has been sent by the EMSA Contractor to the Requesting State.

Annex 2 – EAS Operations and De-mobilisation Flowchart



Annex 3 – Notice of EAS Mobilisation

NOTICE OF EQUIPMENT/DISPERSANTS ASSISTANCE SERVICE MOBILISATION	
Recipient	
Date	
Fax Number	
E-mail	
Ref. Number	
Notice	Under Article of the EAS Contract N°....., EMSA hereby requests to enter into the Incident Response Contract with [Click here and type name of the Requesting State].
CONTACT DETAILS OF THE REQUESTING PARTY	
Name of the Requesting Party	
Name of the Responsible Person	
Fax Number	
Telephone Number	
E-mail	
ASSISTANCE REQUEST	
Equipment	
Dispersants	
Technical Support Personnel	
ESTIMATED PLACE OF HANDOVER	
Estimated place address, date and time of delivery	
Technical Support Team place address, date and time of arrival	
EMSA CONTACT DETAILS	
Unit C.1 Contact Name	
Telephone Number	
E-mail	pollution.emergency@emsa.europa.eu

On the attached Contract Form (Attachment 1), please fill in boxes B3. Sign the Contract and then send to [Click here and type name of Requesting State] so they can proceed with the remainder.

When signed by both parties a copy of the Contract must be sent to EMSA.

For any further information please contact EMSA Unit C.1.

Signed:

Frédéric Hébert

Head of Unit C.1

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