



# Director's Decision on the Terms of Reference for ECDC staff assignments in support of the response to an outbreak

**Stockholm, 24 November 2014**

<b>Decision Number:</b> 69/2014	<b>Description:</b> Director's Decision on the Terms of Reference for ECDC staff assignments in support of the response to an outbreak
<b>Effective Date(s):</b> 24 November 2014	<b>Supersedes:</b> N/A
<b>Author(s):</b>	<b>Intended audience:</b> ECDC staff and partners (EC, EU MS, non-EU countries and international organisations) requesting ECDC assistance
<b>Consulted by the Staff Committee:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Purpose of the Decision:</b>	The objective of these Terms of Reference (ToR) is to provide ECDC staff members assigned in the field to support the response to an outbreak of a communicable disease with general guidance and references on how to work to the highest standards when contributing to an outbreak response. It also aims at clarifying with entities requesting assignment of ECDC staff the scope, objectives and conditions of such assignment in accordance with ECDC Founding Regulation. This document should be completed by additional information specific to each assignment and an upcoming Internal procedure on managing requests for assistance for support to response activities involving third countries.

<b>Background:</b>	<p>Art. 9.2 of ECDC Founding regulation (851/2004) indicates that ECDC might be requested by the Commission, the EU Member States, non-EU countries and international organisations to provide scientific advice or technical assistance in any field within its mission. Experience has shown the necessity and added value for guidelines and terms of references defining in advance the general scope and conditions for such ECDC staff deployment.</p> <p>This document was prepared in accordance with this article and the overall ECDC Founding Regulation to clarify the scope and conditions for such assignment.</p> <p>This proposed ToR was prepared by the International Relations Section in consultation with Legal service, M&amp;M, HR, Press Office, Country Preparedness Support and Epidemic Intelligence and Support to Response.</p> <p>This document should be completed by additional information specific to each assignment and an upcoming Internal procedure on managing requests for assistance for support to response activities involving third countries.</p>
<b>Follow-up action (if applicable):</b>	



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for ECDC staff assignments in support of the response to an outbreak**

**Background**

The objective of these Terms of Reference (ToR) is to provide ECDC staff members assigned in the field to support the response to the outbreak of a communicable disease (hereafter referred to as deployed staff) with general guidance and references on how to work to the highest standards when contributing to an outbreak response. This document should be completed by additional information specific to each assignment.

**Rational**

Article 9.2 of ECDC Founding regulation (851/2004) states that ECDC might be requested by the Commission, the EU Member States, non-EU countries and international organisations (hereafter referred to as requesting authority) to provide scientific advice or technical assistance in any field within its mission.

**Scope and objectives**

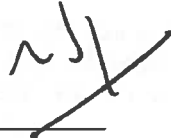
In accordance with its mandate, the scope of an ECDC staff assignment in the field to support an outbreak response is limited to providing technical support and scientific advice to the requesting authority. This assignment should aim at increasing or completing the requesting authority's capacities with regards to specific expertise necessary to respond to an outbreak of a communicable disease. The overall responsibility for the response to the outbreak lies with the requesting authority.

**Responsibilities and conditions**

- ECDC and the requesting authority should agree before the assignment on specific ToR, describing the objectives of the mission, expected tasks, the time period of availability requested, an anticipated timeline for the mission and the details of contact points for matters related to the assignment, the response to the outbreak and communication. This information should be communicated to the deployed staff before deployment;
- If the deployment is to occur as part of an international deployed team in combination with other organisations, the roles and responsibilities of each team member, coordination needs, use of protocols and report writing, should be explicitly agreed between all participating organisations prior to the mission;
- The general role of the deployed staff is to provide technical support and scientific advice to the requesting authority in accordance with ECDC's mandate;

- The deployed staff shall refrain from public or other open communication in whatever format (e.g. media queries, social media, press conference) on any elements related to this assignment, except in cases specifically pre-approved by the ECDC Director in coordination with the requesting authority. Within the scope of this assignment, the general rule is for media requests and communication activities related to the outbreak response to be handled directly by the requesting authority. The requesting authority should seek prior approval, from the ECDC press office, for any public or media communication referring to ECDCs participation in such missions;
- Media and communication queries specifically related to the ECDC contribution and/or activities should be addressed to the ECDC press office;
- As the responsibility for the response to the outbreak lies with the requesting authority, ECDC will not make publicly available reports on the conclusions of the assignment or of participation in the outbreak response, except if specifically agreed by ECDC and the requesting authority. Instead, any relevant observations of the deployed staff will be fed into the requesting authority's own reports;
- The deployed staff shall refrain from unauthorized disclosure of all information (in whatever format) to which he/she may gain access in connection with or as a result of the work to be performed during the assignment;
- During the assignment, the deployed ECDC staff remains bound and covered by the EU Staff regulation, ECDC internal rules and procedures and relevant ECDC insurance coverage. During the duration of the assignment, the deployed staff will remain in close contact with, and regularly (with a frequency agreed at the start of the mission) report back to, ECDC.

Done at Solna on: 24 November 2014



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Marc Sprenger

Director