



Administrative Decision – ECDC/AD/2024/16

Administrative Decision on the Establishment and Functioning of EU Health Task Force

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DOCUMENT CONTROL SHEET**Log of Issuance**

Issue	Approval Date	Change Description
000	15/06/2024	First version of document

Next Review Deadline

1 year from the date of approval of this document

Related documents

List of relevant standards, legislation and documents	Regulation (EU) 2022/2370 of the European Parliament and of the Council of 23 November 2022 amending Regulation (EC) No 851/2004 establishing a European Centre for Disease Prevention and Control Regulation (EU) 2022/2371 on serious cross-border threats to health (SCBTH)
List of relevant ECDC documents	Rules for reimbursement of expenses that have been incurred by invitees who were invited by ECDC ECDC travel insurance

Abbreviations and definitions

AAR	After-Action Review
DG ECHO	Directorate-General for European Civil Protection and Humanitarian Aid Operations
DG HERA	Directorate-General for Health Emergency Preparedness and Response Authority
DG RTD	Directorate-General for Research and Innovation
DG SANTE	Directorate-General for Health and Food Safety
EC	European Commission
ECDC	European Centre for Disease Prevention and Control
EMA	European Medicines Agency
EOC	Emergency Operations Centre
EPIET	European Programme for Intervention Epidemiology Training
EPRS	Emergency Preparedness and Response Support
EUHTF	EU Health Task Force
EUPHEM	European Public Health Microbiology Training Programme
EWRS	Early Warning and Response System
GOARN	Global Outbreak Alert and Response Network
HoU	Head of Unit
HoS	Head of Section
IAR	In-Action Review
NFP	National Focal Point
PHF	Public Health Function
SIMEX	Simulation Exercises
WHO	World Health Organization

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4.3. External Expert Pool

Following regular calls for interest, to register as external experts, applicants are required to complete a profile following a standard form, using the ECDC's Stakeholder Relationship Management (SRM) platform. Experts will be asked to provide their contact details, areas of expertise, language skills and their curriculum vitae.

Upon receipt of a request for EUHTF support, the ECDC Coordination Team shares the request for support and terms of reference with the experts in the pool that fulfil the expert profile and have the expertise needed for the specific assignment. Thereby, experts are invited to send an expression of interest to the ECDC Coordination Team. The ECDC Coordination Team reviews the applications of the interested experts and selects the most suitable experts for the assignment.

4.4. Additional mechanism to identify experts

If no profile is identified from any of the pools of experts, or if the ECDC Coordination Team receives no expression of interest in response to a specific request, the ECDC Coordination Team circulates the request to the National Focal Points (NFPs) and the National Coordinators (NCs), relying on them to cascade requests for support to their own Member States (MS) expert network(s). In addition, when urgent support is needed (outbreak investigation / emergency response), the request is simultaneously circulated to the NFPs and the EUHTF Expert Pools, to save time in the identification of experts for the Response Team. The experts reached through the NFPs would then submit their expression of interest and curriculum vitae to the ECDC Coordination Team. The ECDC Coordination Team reviews the applications and selects the most suitable experts for the assignment.

4.5. Conditions of deployment and remote work

Deployment-related expenses are covered by the ECDC annual budget or by the organisation coordinating the deployment in case this is not ECDC (e.g., DG ECHO and GOARN). These expenses include travel, accommodation, visa costs, mandatory vaccinations, insurance and per diem. Such expenses are not covered in relation to EUHTF activities performed remotely. Deployed experts are required to have primary medical insurance to cover for non-emergency medical issues. ECDC provides complimentary insurance covering emergency medical expenses as well as costs of repatriation in case of personal accident and/or serious illness, theft, riots, etc. Insurance coverage may be extended should the ECDC Coordination Team determine that there is a need to do so.

5. Governance and EUHTF Advisory Group

As per the ECDC regular governance mechanism, the ECDC Coordination Team reports to ECDC internal governance bodies as required. Furthermore, annually, the ECDC Coordination Team reports to the ECDC Advisory Forum about the scientific quality of its work and to the ECDC Management Board to seek approval for the EUHTF workplan and budget.

The EUHTF Advisory Group established in 2024, advises the ECDC Coordination Team on operational, administrative, and technical decisions, including setting annual work plan priorities, and assisting in identifying opportunities for international collaboration.

The EUHTF Advisory Group includes ECDC staff as internal members (Chair: HoU Public Health Functions, Deputy-Chair: HoS Emergency Preparedness and Response Support, and the ECDC Coordination Team). In addition, external members include six selected EU/EEA country representatives (rotating every two years), four EC representatives from DG SANTE, DG ECHO, DG HERA and DG RTD, one representative from the European Medicines Agency (EMA), one representative from GOARN, one representative from WHO-EURO, one representative from the European Public Health Association (EUPHA) and one representative from an international non-profit organisation.

The EUHTF Advisory Group is convened for the first time in January 2024 and meets twice per year. Ad hoc consultations are also expected. In addition, the ECDC Coordination Team will remain in close contact with the EUHTF Advisory Group and the EUHTF Expert Pools on the activities of the EUHTF via regular teleconferences and through EUHTF information bulletins.

6. Final provisions

These rules will enter into force on the day following their signature.

Implementation of these rules may be defined in standard forms and work instructions.