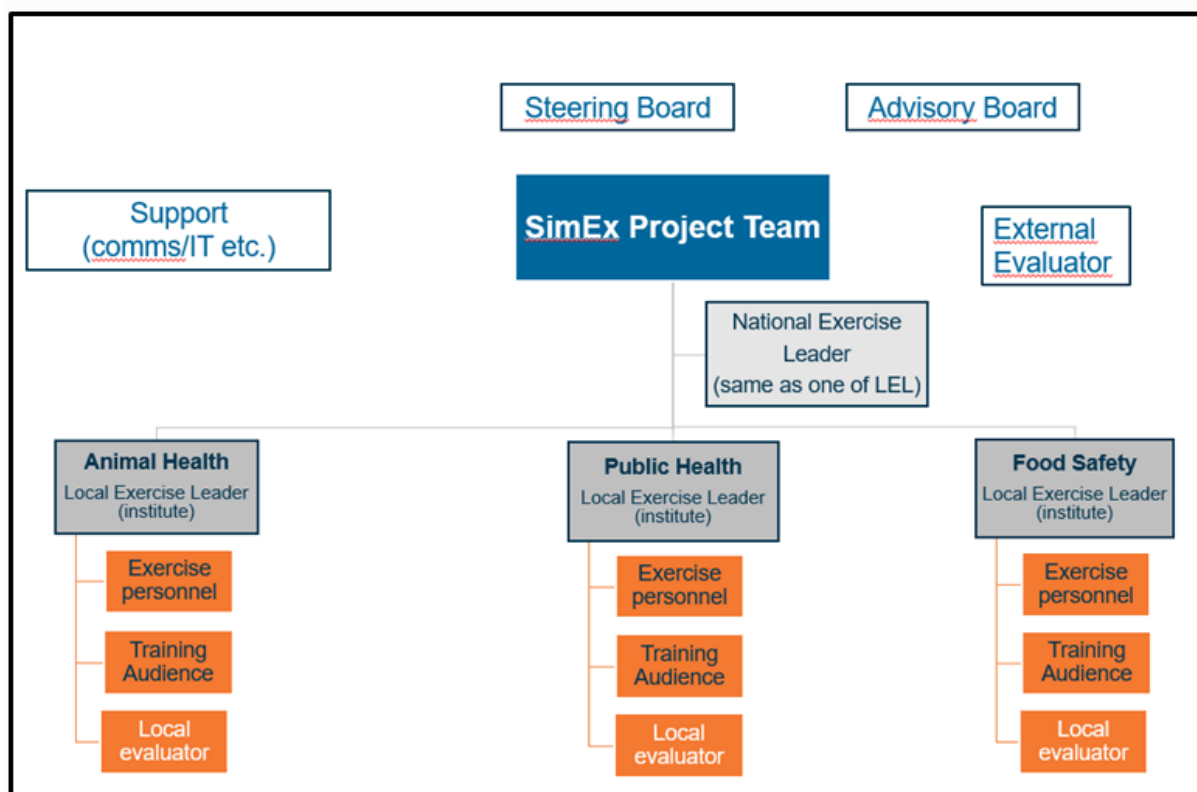


Responsibilities for OHEJP SimEx Participants

The diagram below indicates the roles involved in SimEx:



Local Exercise Leader (LEL)

Each participating sector or institute needed one Local Exercise Leader, (also called Contact person). This role is based upon the 'exercise director/controlled' role found within the [ECDC Simulation Exercise handbook](#).

Based on the guides and instructions provided by the SimEx Team, the Local Exercise Leader will plan and facilitate their own institution's participation.

The Local Exercise Leader should:

- Support the NEL.
- Be the link between SimEx Team and own institution.
- Be the link between NEL and own institution.
- Cooperate with local evaluator.
- Attend the workshop held in March. This will be 2–3 days of instructions and training to understand the scenario and exercise.
- Set up institutional objectives (optional).
- Identify persons and fill positions in the training audience.
- Prepare training audience and personnel for the exercise.
- **Lead the exercise and keep training audience on track.**
- Make sure training audience and exercise personnel have all necessary equipment.

National Exercise Leader (NEL)

Each participating country needs one National Exercise Leader (also called National contact).

Ideally this person should also be one of the Local Exercise Leaders and has funding available[^].

Based on the guides and instructions provided by the SimEx Team, the National Exercise Leader is supposed to lead and coordinate their own country's participation.

The National Exercise Leader should:

- Adapt the exercise for national routines and procedures.
- Coordinate Local Exercise Leaders.
- Set up national objectives (optional).
- Harmonize institute objectives.
- Fill exercise personnel positions on national level.

Local evaluator (LE)

Each institute or sector should appoint a local evaluator. This person is responsible for the evaluation during and after the conduction. Together with other evaluators from their own country the Local Evaluator should create the final report. They must be able to determine if there is a need for a classified national report, and a public report to deliver to the SimEx Team.

The local evaluator should:

- Cooperate with LEL.
- Cooperate and coordinate with the other local evaluators from their own country.
- Participate at a digital meeting in early April, to learn more about the evaluation process.
- Translate the evaluation documents (if needed. Delivered in English).
- Monitor and evaluate, and facilitate the training audience's evaluation, during conduction.
- Compile results and write a report.

Training audience (TA)

The scenario is an outbreak of a food-borne zoonosis and focus is on increasing mutual understanding across sectors (public health, animal health and food safety), identifying collaboration gaps, and finding new ways to cooperate.

For this to succeed, the training audience should consist of people that normally work in an outbreak related position. Below we suggest competences to be considered relevant for the conduction.

- Epidemiologists
- Veterinarian
- Laboratory personnel (all sectors) *

- Food-borne disease/medical expert
- Communications officer (all sectors) **
- Relevant authorities

* It is a dry exercise.

** Including one communications officer (per sector if possible) is recommended, although they would not need to join until the third part of the scenario (which will be conducted the second day).

If your organisation has a large experience from working across the three sectors, you could consider using this as an opportunity to introduce junior staff, or personnel working with outbreaks, but not normally are part of the outbreak management team. This could then be a national and/or institutional objective.

Number of participants

For the conduction to be fruitful we recommend a minimum of 2 persons per sector (public health, animal health and food safety). It is beneficial to have the same expertise from different sectors if possible, since this may add to the discussions. There is no maximum limit, but if there are more than 4 persons per sector, the logistical part may be more complicated.

Decision makers

There are several different legal systems within the participating countries. If you would require an authority or ministry to play an active role in a normal outbreak situation, it is recommended that you invite someone to represent them as well.

Missing sectors

For some countries, not all sectors are a part of the OHEJP. We strongly suggest that you invite representatives from the missing ones as a part of the training audience. Missing out on the parts where cross-sector cooperation is the primary focus will make the participation less rewarding.