

# EUROPEAN EXTERNAL ACTION SERVICE



CIVILIAN PLANNING & CONDUCT CAPABILITY – CPCC

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## GUIDELINES ON THE USE OF "VISITING EXPERTS" IN THE CONTEXT OF CIVILIAN CSDP MISSIONS

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## 1. BACKGROUND

Civilian CSDP missions until now were generally conceived with a static establishment plan, tailor-made to specific tasks and working environments. Adaptations of mission size and expertise as required were brought about by a revision of respective documents (e.g. CONOPS, OPLAN, Budget).

In order to allow for more flexibility, some CSDP Missions have at times outsourced different types of expertise from EU institutions or Member States (some being performed under bilateral agreement with the host country). However, only a few civilian CSDP Missions used Visiting Experts in a systematic way.

Building on the model used by EUJUST LEX Mission in Iraq, it is proposed to further develop this practice and to make it an option and a tool for implementation and delivery of the Mission mandate for civilian CSDP missions. This is mainly with a view to (i) enhance cooperation with appropriate actors available within Member States, (ii) broaden the expertise available, some of them being rather scarce (for example judges who cannot deploy abroad for long periods of time), (iii) better serve the requirement of flexibility and adaptability to changing circumstances and opportunities to achieve the missions objectives and (iv) to make possibly at times even some savings. In fact, Missions might even strengthen their impact in high risk areas where a larger permanent footprint is not affordable.

Visiting Experts *are not similar* to Civilian Response Teams (CRT) which are a civilian crisis management rapid reaction capability of flexible size and composition, consisting of Member States and European Commission experts with, in principle, *EEAS* participation.

*Possible Non Family Mission status and posts will be in line with the OPLAN provisions of the respective Mission. Reference to this will also be included in the job descriptions of the aforementioned posts.*

## 2. AIM

The aim of the present note is to define guidelines for the use of Visiting Experts applicable to civilian CSDP Missions, including planning and administration aspects.

## 3. SCOPE

The present document applies to civilian CSDP Missions. It deals with those experts that are deployed alongside to permanent mission staff. It does not exclude the option of Civilian Response Teams to continue to reinforce temporarily civilian CSDP missions for other purposes, in line with the Civilian Response Team concept.

*A follow-up of the implementation of these guidelines will be presented in CIVCOM 12 months after their approval.*

## 4. DEFINITIONS

As opposed to the concepts of Civilian Response Teams, for the purposes of civilian CSDP missions, a 'Visiting Expert' is defined as an expert, seconded by Member States or by Contributing Third States, with a qualification not permanently required and/or sufficiently available in general within a CSDP Mission (judges, legal drafting specialists, prosecutors, prison wardens, penitentiary academy trainers, counter terrorism experts, *highly specialised police experts*, etc.) and who will, on a temporary basis, help execute the Mission mandate as previously planned and budgeted for in related planning documents. Visiting experts will not be recruited to fill in gaps in Force Generation nor for any additional requirements that might emerge, unless agreed as part of the operational planning process, nor for mission internal functions, such as Mission Support (human resources, budget, CIS, etc.).

## 5. MAIN PRINCIPLES

- The requirements for visiting experts will be specified during operational planning, i.e. in the CONOPS and foreseen by the OPLAN where numbers and areas of expertise will have to be tentatively included;
- In case a mission has not been planned to make recourse to Visiting Experts, the requirement has to be brought to the attention of the chain of command; if so decided, costs could be considered to be drawn from contingency funding, if so agreed with Member States for operational considerations in CIVCOM, RELEX and the FPI;
- Visiting Experts will be deployed in order to support the Mission objectives in specific pre-defined domains;
- Resulting costs will be taken into account in the Mission budget accordingly;
- Recruitment of Visiting Experts will be conducted following the procedures described in Annex 1 Para 2;
- Although being part of the regular chain of command of the civilian CSDP mission concerned for the duration of their assignments, Visiting experts are not considered administratively as permanent mission staff, see detailed provisions in Annex 1.
- The secondment by *Contributing* States of Visiting Experts shall be properly reflected in the Mission's reports ( monthly, SMR *and Mission Personnel Figures*).

## 6. VISITING EXPERT SELECTION AND RECRUITMENT PROCESS

### 6.1 Identification of Operational Needs

As outlined above, Operational needs and use of Visiting Experts should be considered at the early stage of the definition of the concept and structure of a new Mission. The approach taken might be revised in light of recommendations made in a Six Monthly Report (SMR) or a Strategic Review.

In accordance with the indications provided or updated in the CONOPS and OPLAN, the Mission shall put forward the concrete needs for visiting experts in support of specific activities and draw up the required profiles and budgetary implications.

### 6.2 Formal Call for Visiting Experts

A formal *CfC (Call for Contribution)*, following the same principles as the *CfCs for all CSDP Civilian Missions*, should be addressed to EU Member States and contributing Third States via official channels (CPCC-CivCom) to nominate candidates who fulfil the specified requirements. It should be submitted to the EU Member States and contributing Third States no later than two months prior to *dates of foreseen* deployment(s) (D-2 months).

The call shall include:

- the period of validity of the call, according to Mission planning;
- identification of the envisaged activities necessitating involvement of visiting experts;
- the number of visiting experts required;
- the expertise and qualifications of visiting experts required as contained in the Job Descriptions;

- the exact dates of *the foreseen* deployment(s) and information on the division of *the preparatory activities* between the Mission and the Contributing State, *in the same way as for the international seconded staff*.

### 6.3 Selection of Candidates

On receipt of nominations from EU Member States and/or contributing Third States, the selection of candidates – plus at least one substitute when possible, will be carried out by the Mission through the assessment of the applications and individual interviews. The results of the selection process will be communicated to the Contributing States via CPCC.

### 6.4 Induction Training and e-Hest/HEAT-course

*Selected* candidates for Visiting Expert shall be contacted *through Contributing State via CPCC* in preparation of deployment. Depending on the Country Risk assessment, Visiting Experts are required to undertake the necessary security training. (see ANNEX 1 /2.a.)

### 6.5 Update

In liaison with the Visiting Experts selected, the Mission shall remain up-to-date with any changes or developments which may affect the suitability or availability of the Visiting Experts for the Mission activities.

### 6.6 Duration

A Visiting Expert is only deployed during a defined time period that must not exceed three months, *per deployment. Any deployment is always with the consent of the Contributing State*. The use of the same Visiting Expert might be required and he/she could accomplish more than one deployment for the Mission during one year, provided it follows a proper assessment of the Mission Operational needs and a cost effectiveness comparison with the deployment of a permanent Mission staff member. *Overall deployment period of the same Visiting Expert should not exceed 6 months every 12 months. There is no prohibition to a Contributing State nominating a Visiting Expert for service in more than one mission.*

## 7. ADMINISTRATIVE ASPECTS

Due to the non-permanent nature of Visiting Expert assignments to civilian CSDP missions, specific provisions apply with regard to their status, entitlements (e.g. leave days), rights and obligations and security.

*The Mission pays the daily allowances for Visiting Experts, the travel costs to and from place of deployment and any duty travel undertaken by Visiting Experts while on deployment.*

*Each EU Contributing Member State bears the salary and other costs related to the Visiting Experts put at the Mission's disposal.* The description of this administrative dimension can be found in ANNEX 1.



## ANNEX 1

### DETAILED ADMINISTRATIVE PROVISIONS FOR VISITING EXPERTS

*The Contributing State Authorities will be kept informed of any direct contact between the Mission and the Visiting Expert(s) when implementing the following administrative provisions.*

#### 1. ENGAGEMENT

Visiting Experts have to fulfil a number of conditions before they may be engaged in the context of a civilian CSDP Mission.

In particular, the Visiting Experts shall:

- possess the expertise and the experience required for them to contribute to the Mission activities as specified in the requested call;
- be physically and mentally fit to travel and spend time in-country;
- have completed E-Hest or HEAT-course (Hostile Environment Awareness Training); as required;
- be resilient and flexible to contribute to the delivery of Mission operations in-country as required;
- possess the language skills compatible with the Mission's operational requirements;
- complete an induction briefing prior to and in preparation for their in-country deployment;
- be selected as Visiting Experts and invited to take part in a specific activity.

The process of engaging the Visiting Experts shall be as follows:

### **1.1 Provision of Relevant Information**

The Mission maintains contact with selected Visiting Experts, *and keep the Contributing State Authorities informed*, and provides them with information relevant to their planned deployment. Visiting Experts may become involved in Mission planned activities from the early stages of planning and development before they deploy, together with mission members, to implement individual projects in-country.

### **1.2 Contact with the Mission Security Officer**

Prior to deployment (*no later than* D-72 hours) Visiting Experts shall be contacted by a Mission Security Officer (MSO), who shall give them instructions regarding their travel to country

### **1.3 Travel to Mission**

(See paragraph 3, ADMINISTRATIVE, TRAVEL AND FINANCIAL ASPECTS, below)

### **1.4 Performance of the Planned Activity**

Visiting Experts carry out their duties under the guidance and in accordance with the specific requirements set by the Head of Mission or senior mission members. In the discharge of their duties, they shall act in the sole interest of the Mission (according to the "Legal Status/Regime" as defined in paragraph 3, ADMINISTRATIVE, TRAVEL AND FINANCIAL ASPECTS, below).

### **1.5 Debriefing**

The Visiting Experts are required to provide the Mission with an End of Mission Report, which includes the identification of lessons, *details on outcomes delivered on the Mission's core tasks*,

following the completion of service and prior to their return to the Contributing State. The Mission provides the details of the service performed by Visiting Experts in its Monthly and Six Monthly Reports.

## **1.6 Return to Contributing States**

(See paragraph 3, ADMINISTRATIVE, TRAVEL AND FINANCIAL ASPECTS, below)

## **2. SECURITY**

### **2.1 Prior to Deployment**

#### ***Training***

***Selected*** candidates for Visiting Experts shall be contacted directly by the Mission in preparation of deployment. Depending on the Country Risk Assessment, Visiting Experts are required to undertake the necessary security training. If required, Visiting Experts ***should undergo if required*** a HEAT-course (Hostile Environment Awareness Training) or e-Hest. ***This will be addressed in the relevant planning documents and the Call for Contribution.***

#### ***Vaccinations and Medication***

As most of the Missions do not have a SMO (Senior Medical Officer) the CPCC has taken advice from the Council Medical Service in respect to defining the vaccinations which are required for mission members and Visiting Experts. The Mission assists Visiting Experts by providing all available information on the matter.

***Head of Mission holds the immediate Duty of Care responsibilities of all mission members and for Visiting Experts, including decisions on what vaccinations are deemed mandatory.***

Contributing States have ultimate responsibility for ensuring their Visiting Experts have adequate vaccinations, consistent with the agreed "Medical Support Principles" (ARES 2011/ 290250).

## ***EU Watch-keeper Capability (WKC)***

EU Watch-keeper Capability (WKC) has the oversight over the CSDP Missions. All personnel travelling to high risk mission areas must send a Mission Order to the Security Office 72-hours prior to deployment.

However, the Mission member in charge of the intervention in which the Visiting Experts is participating, has the responsibility of sending the Mission Order to the Mission Security Office (MSO). The WKC Duty of Care covers the Visiting Expert's travel from his/her hometown to Theatre and from the local airport until the moment s/he joins the Mission and vice-versa.

## **2.2 Mission Area Security**

### ***Briefing***

Immediately upon arrival to the Mission area all Visiting Expert receive an up-to-date and location-specific security briefing. Security briefing is given by one of the MSOs. The Security briefing explains the current situation in the location, threats, assessment about the future and all the relevant security procedures (including the SOPs, Emergency Evacuation and Relocation Plans and other contingency plans).

### ***Equipment***

All Visiting Experts are to be equipped with Personal Protection Equipment (PPE) which is provided by the Mission, ***if not supplied by the Contributing State***, and which fulfils the requirements of the Mission-as per the relevant annex of the Mission's OPLAN (i.e. *level IIIA body armour modified by level IV ballistic shields and a level III ballistic helmet in accordance with Mission specific security requirements, etc*).

The Mission has a certain level of security equipment and Visiting Experts are, as appropriate, to be equipped with Satellite Phones, PMRs (Personal Mobile Radio), GPS and a personal medical kit. The distribution of this equipment to the Visiting Experts is decided by the SMSO or his appointed alternate.

## ***Procedures***

Each Civilian CSDP Mission follows the MSOS (Minimum Security Operating Standards) and MS-SOS (Mission Specific Security Operating Standards). The Mission constantly follows and analyses the situation in Theatre in close cooperation with relevant stakeholders. The security requirements in place follow the SIAC (Single Intelligence Analysis Capability) Risk Rating. The EEAS Security Department has validated the security procedures of the Mission.

***Without prejudice to the Contributing Member State's overall duty of care***, while in-country, the Visiting Experts is also under the duty-of-care of the Mission, and are fully incorporated into the EERP (Emergency Evacuation and Relocation Plans) and other Contingency Plans of the Mission and receive the same amount of protection as mission members.

All Visiting Experts are obliged to follow the SOPs of the Mission. They must follow the decisions which are made by mission members bearing appropriate authority and comply with the instructions received by the members of the Private Security Company with whom the Mission has a contract (when applicable). A failure to follow these decisions is a serious breach of the Mission's Security Policy.

### **3. ADMINISTRATIVE, TRAVEL AND FINANCIAL ASPECTS**

#### **3.1 Legal Status/Regime**

National Authorities shall transfer Operational Control (OPCON) of Visiting Experts to the Civilian Operations Commander. The Head of Mission shall exercise OPCON over the VE from Contributing States as assigned by the CivOpsCdr together with administrative and logistic responsibility including assets, resources and information put at the disposal of the Mission.

Visiting Experts shall be under the Code of Conduct of the Mission and have the same status as international seconded mission members within the meaning of the OPLAN, except that they are not considered as permanent mission members. Accordingly, they may follow the Mission public holidays during their deployment in the Mission, but they not be included in the Mission leave

system. Respectively, the EU Member States and Contributing Third States are responsible for granting them the leave entitlements or possible home travels based on their national system and any related costs are borne by the aforementioned Contributing States.

With regard to the status of Visiting Experts vis-à-vis the host countries authorities, Visiting Experts shall enjoy the same privileges and immunities as international seconded mission members. Following developments on the signature of a SOMA with host countries authorities, the Mission shall put in place the necessary formal arrangements.

### **3.2 Passport and Visa**

In order to gain access to Theatre, Visiting Experts should be in possession of a passport valid for more than six months from the date of deployment to country.

Immigration policies vary within Missions and sufficient provision of relevant information and administrative issues relative at this engagement should be addressed on due time by the Mission and specified in the Call for Contribution.

Contributing States are responsible for the visa application through the appropriate host countries consular authorities *in the same way as for the international seconded staff*.

### **3.3 Logistics and Travel Arrangements**

In order to ensure efficient streamlining of operations, the Mission is in charge of all necessary logistics from the moment of departure from the EU Member States and Contributing Third States of the Visiting Experts until their return. This applies to *flight tickets reservations for the deployment to and from the Mission as well as for* any duty travel undertaken by Visiting Experts (e.g. induction, HEAT, mission specific training etc.).

The Visiting Experts is deployed in-country for the entire duration of its activities or sent to a duty travel outside the country if deemed necessary by the Mission.

### 3.4 Financial Arrangements

The Mission pays the daily allowances for Visiting Experts, the travel costs to and from place of deployments *reserved by the Mission* and any duty travel undertaken by Visiting Experts while on deployment.

Each EU Contributing Member State bears the salary and other costs related to the Visiting Experts put at the Mission's disposal.

For the Visiting Expert seconded by the Contributing Third States, the country in question takes the responsibility of all costs including salary, daily allowances, insurance, medical coverage and travel costs, other than costs related to duty travel undertaken by the Visiting Experts while on deployment. The Mission bears the cost of any duty travel undertaken.

### 3.5 Visiting Expert Entitlements

Visiting Experts are entitled to receive allowances and are entitled to reimbursement as follows:

- Daily allowances including hardship and risk allowance for relevant Missions as per the 'Guidelines for allowances for seconded members participating in EU civilian crisis management Missions' (doc. 7291/09) shall be paid to Visiting Experts, in the amount applicable to the Mission international staff.
- Once the assignment has started in country, any duty travel costs shall be reimbursed in accordance with the rules applicable to international Mission staff.

### 3.6 High-Risk Insurance

Visiting Experts *seconded by the Member States*, shall be covered by the high-risk insurance under the same group policy covering international seconded mission members, during the period of their service on behalf of the Mission.