

## **ANNEX 3**

### **DETAILED ADMINISTRATIVE PROVISIONS FOR VISITING EXPERTS**

#### **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 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:

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

The Mission maintains contact with selected Visiting Experts 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 (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, 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*

Pre-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 are provided with a HEAT-course (Hostile Environment Awareness Training) or e-Hest, in a location determined by the Mission. The Head of Mission may allow a deployment to a high risk mission area without having done the mission specific HEAT-course if, following recommendation of the Mission Security Office and in consultation with the EEAS Security Department, s/he determines that the individual possesses an adequate background and security awareness.

#### *Vaccinations and Medication*

Contributing States have ultimate responsibility for ensuring their Visiting Experts have adequate vaccinations, consistent with the agreed "Medical Support Principles" (ARES 2011/ 290250). Head of Mission holds the immediate Duty of Care responsibilities of all mission members and for Visiting Experts, this includes decisions on what vaccinations are deemed mandatory.

As most of the Missions do not have an 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".

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 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.

While in-country the Visiting Experts are 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 tile by the Mission and specified in the Call for Contribution. (passport, visa for instance).

Contributing States are responsible for the visa application through the appropriate host countries consular authorities.

### **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 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 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.

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 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.

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