

# EUROPEAN EXTERNAL ACTION SERVICE



Civilian Planning and Conduct Capability –  
CPCC Director

Brussels, 4 April 2013

Civilian Operations Commander  
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## TO PSC AMBASSADORS AND AMBASSADORS OF CONTRIBUTING THIRD STATES

**SUBJECT:** SECOND (2<sup>ND</sup>) EXTRAORDINARY CALL FOR CONTRIBUTIONS 2013 FOR THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO, EULEX KOSOVO

**REFERENCES:** COUNCIL JOINT ACTION 2008/124/CFSP OF 4 FEBRUARY 2008 ON THE EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO, EULEX KOSOVO AS AMENDED BY COUNCIL JOINT ACTION 2009/445/CFSP OF 9 JUNE 2009, COUNCIL DECISION 2010/322/CFSP OF 8 JUNE 2010 AND COUNCIL DECISION 2012/291/CFSP OF 5 JUNE 2012

Dear Ambassador,

### 1. Background

On 4 February 2008, the Council adopted Joint Action 2008/124/CFSP on the establishment of the European Union Rule of Law Mission in Kosovo, EULEX KOSOVO, which was amended and extended by Council Decision 2012/291/CFSP of 5 June 2012.

The present Call for Contributions is open to the contributing third States<sup>1</sup>.

The tentative deployment timing of the advertised vacancy is indicated in the respective job description. The exact deployment date shall be specified in later correspondence. Selected staff may be requested to deploy at short notice.

The Director of the Civilian Planning and Conduct Capability, CPCC, on behalf of the EULEX KOSOVO Head of Mission, kindly invites contributing States to put forward qualified candidates for the posts listed in Annex I.

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<sup>1</sup>Canada, Croatia, Norway, Switzerland, Turkey and United States of America

## 2. Methodology

- a) Contributing States are requested to examine the personal profile and job description to ensure that:
  - proposed candidates meet the listed criteria described in the essential requirements and in the specific job descriptions (**Annex 1**).
  - each seconded candidate completes the standard job application form in English (**Annex 2**). Applications will be considered only when using this form and indicating which position the candidate is applying for.
- b) Proposed candidates should satisfy in full the criteria set out in the job description. The main criteria for suitability for posts are professional and specific skills and experience.
- c) We would appreciate if contributing States would submit offers of personnel at their earliest convenience, **but not later than close of business on 19 April 2013**.
- d) Contributing States should submit their personnel offers, by e-mail to the following address:

**Civilian Planning and Conduct Capability, CPCC,  
E-mail: [cpcc-kosovoforgen@consilium.europa.eu](mailto:cpcc-kosovoforgen@consilium.europa.eu)**

- e) The Civilian Planning and Conduct Capability, CPCC, will be responsible for notifying contributing States of the outcome of the selection process. Selected personnel should be ready for deployment to Kosovo at short notice. Subject to the adoption of the Council Decision approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

## 3. General Information

- f) For seconded positions, only personnel nominations received through official channels from contributing States will be considered. Contributing States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave). For EU Member States personnel, daily allowances as specified in the Council Document 7291/09 (10 March 2009) will be covered by the Mission.

- g) Uniformed seconded personnel will be expected to wear their national uniforms. Berets and brassards with the appropriate insignia(s) will be provided by the Mission<sup>2</sup>.
- h) All selected personnel should undergo an extensive medical examination, appropriate vaccinations and be certified medically fit for mission duty by a competent authority from the contributing State. Seconded staff must be able to provide a copy of this certification.
- i) The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325. The Civilian Planning and Conduct Capability, CPCC, encourages contributing States to take this into account when offering contributions.
- j) The selected candidates will have to be in a possession of the necessary level of personnel security clearance as indicated in the requirements of the relevant job description. The original certificate of the national security clearance must accompany deployed seconded personnel.
- k) A valid driver's licence for motor vehicles (Category B or equivalent). Able to drive any 4-wheel drive vehicle. For those job profiles relevant, a Category C or equivalent may be required.
- l) To ensure duty of care in a non-benign environment, selected personnel should, in principle, be under the normal age of retirement in contributing States. All selected seconded personnel should receive country-specific security training before deployment.
- m) For those positions requiring the **use of weapons**, the sending State should ensure that the individuals are certified to use the weapons required for their role, and that they are provided with the necessary weapons, ammunition and equipment as defined in the EULEX KOSOVO OPLAN Annex C Weapons Policy and Use of Force and the Non-Paper on the Weapons Policy.
- n) Deploying police and civilian seconded staff members should be equipped with body armour with a protection level no-less than a NU Level III-A (protection against handgun calibres) armour vest with front/back NIJ Level IV armour plates (protection against assault rifle calibres) and NU III-A level helmets. All police personnel should also be equipped with a sleeping bag, a first aid kit as well as with gas masks, as specified in the Annex IV.

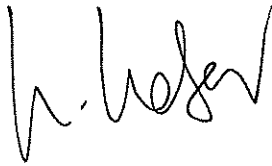
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<sup>2</sup> Except for non uniform roles as provided for in the relevant Mission's Standard Operational Procedures

Any further information required relating to the selection and deployment of your staff may be obtained from the Civilian Planning and Conduct Capability, CPCC, by contacting:

**Attn. Ms Antigone Marana**  
**e-mail: [antigone.marana@ext.eeas.europa.eu](mailto:antigone.marana@ext.eeas.europa.eu)**  
**Tel: + 32 (0)2 584 2630**  
**Fax: + 32 (0)2 584 3135**

Yours sincerely,



Hansjoerg Haber  
Civilian Operations Commander

**Annexes:**

- Essential Requirements and Specific Job Descriptions (Annex I)
- Standard Application Form (Annex II)
- List of applications per contributing State (Annex III)
- Specifications for the personnel protection and safety equipment (Annex IV)