

**ANNEX 3**

**Administrative Provisions for Visiting Experts**

The sending authorities will be kept informed of any direct contact between the Mission and the VE when implementing the following administrative provisions.

**1. Engagement**

To be engaged in the context of a Mission VE shall:

- Possess the expertise and the experience required to contribute to the Mission activities as specified in the respective CfC;
- Be physically and mentally fit to travel and spend time in-country;
- Have completed HEAT training (Hostile Environment Awareness Training) if applicable;
- 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 invited to take part in specific activities after selection as VE.

VE may become involved in Mission planned activities from the early stages of planning and development before they deploy, together with regular Mission Members, to implement individual projects in-country. The process of engaging the VE shall be as follows:

**1.1 Provision of Relevant Information**

The Mission shall maintain contact with the selected VE while keeping the sending authority informed, and shall also provide VE with information relevant to their planned deployment.

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

Prior to deployment (no later than D-72 hours) VE shall be contacted by a Mission Security Officer, who shall give them instructions regarding their travel to the Mission area.

### **1.3 Performance of the Planned Activities**

VE shall carry out their duties under the guidance and in accordance with the specific requirements set by the Head of Mission or other relevant Line Managers. 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 3. Administrative, travel and financial aspects). Upon request from the VE, or based on the assessment of the Mission and/or CPCC as relevant, a Performance Evaluation Assessment can be issued by the Mission.

### **1.4 Debriefing**

VE are required to provide the Mission with a report, which includes the identification of lessons, and details on outcomes delivered on the Mission's core tasks, following the completion of service within the Mission and prior to their departure. The Mission shall provide the details of the service performed by VE in its regular reports, and in relevant thematic reports.

## **2. Security**

### **2.1 Prior to Deployment**

#### **Training**

Selected candidates shall be contacted directly by the Mission in preparation of deployment. Depending on the Country Risk Assessment, VE are required to undertake the necessary security training. If applicable, selected candidates have to undergo a Hostile Environment Awareness Training (HEAT). This will be addressed in the relevant planning documents and the CfC.

#### **Certificate/Booklet of Vaccination**

The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated

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according to the required immunisations for the Mission area. Yellow fever vaccination might be compulsory to be admitted in some countries.

### **Medical Certificate**

The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the contributing States, EU Agency or other non-state entity. A copy of this certification must accompany deployed personnel.

## **2.2 Mission Area Security**

### **Briefing**

Immediately upon arrival at the Mission area all VE shall receive an up-to-date and location-specific security briefing. The security briefing shall be given by a Mission Security Officer. The security briefing shall explain the current situation in the Mission area, threats assessment for the future and all the relevant security procedures (including Standard Operating Procedures, Emergency Evacuation and Relocation Plans and other relevant Contingency Plans).

### **Equipment**

All VE are to be equipped with personal protection equipment which is provided by the Mission, if not supplied by the sending authority, and which fulfils the requirements of the Mission - as per the relevant Annex of the Mission's OPLAN.

The Mission shall have a sufficient amount of security equipment and VE are, as appropriate, to be equipped with satellite phones, personal mobile radio, GPS and a personal medical kit. The distribution of this equipment to the VE is decided by the Senior Mission Security Officer or his/her appointed alternate.

### **Procedures**

The Mission shall follow the Minimum Security Operating Standards and Mission Specific Security Operating Standards. The Mission shall constantly follow and analyse the situation in the Mission area in close cooperation with relevant stakeholders.

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Notwithstanding the sending authority's overall duty of care, where applicable, while in-country, the VE are also under the duty-of-care of the Mission, and are fully incorporated into the Emergency Evacuation and Relocation Plans and other Contingency Plans of the Mission and shall receive the same amount of protection as all international Mission Members.

All VE are obliged to follow the Standard Operating Procedures of the Mission. They must follow the decisions which are made by Line Managers bearing appropriate authority and must 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 may be considered as a breach of the Mission's Security Policy and/or Code of Conduct and Discipline and result into disciplinary procedures.

### **3. Administrative, Travel and Financial Aspects**

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

The sending authority shall transfer Operational Control (OPCON) of VE to the CivOpsCdr. The Head of Mission shall exercise OPCON over the VE as assigned by the CivOpsCdr together with administrative and logistical responsibility, including assets, resources and information put at the disposal of the Mission.

VE shall be covered by the Code of Conduct and Discipline of the Mission and shall have the same status as international seconded Mission Members within the meaning of the OPLAN. Accordingly, they may follow the Mission public holidays during their deployment in the Mission, but they are not to be included in the Mission's leave system. Respectively, the sending authority is responsible for arranging for them the leave entitlements or possible home travels based on their national system and consequently cover any related costs.

With regard to the status of VE vis-à-vis the host country's authorities, VE shall enjoy the same privileges and immunities as all international Mission Members. Following developments on the conclusion of a Status of Mission Agreement with the host country, the Mission shall put in place the necessary formal arrangements.

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### **3.2 Passport and Visa**

#### **Passport**

The VE must obtain a passport from their respective national authorities. If possible, a Service Passport or Diplomatic Passport should be issued.

#### **Visas**

Sending authorities and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries en route to the Mission.

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

In order to ensure efficient streamlining of operations, the Mission is in charge of all necessary logistics of the VE until their return. This applies to flight ticket reservations for the deployment to and from the Mission area as well as for any duty travel undertaken by the VE.

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