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NOTE

From: Committee for Civilian Aspects of Crisis Management (CIVCOM)
To: Political and Security Committee (PSC)
Subject: Concept of the use of "Specialised Teams" in Civilian CSDP Missions

Delegations will find attached the Concept of the use of "Specialised Teams" in Civilian CSDP Missions, as finalised by the Committee for Civilian Aspects of Crisis Management (CivCom), at its meeting on 4 September 2019.

**CONCEPT OF THE USE OF "SPECIALISED TEAMS"
IN CIVILIAN CSDP MISSIONS**

References:

1. Strengthening Civilian CSDP – Concept Paper (doc. 8084/18, 18 Apr 2018)
2. Council conclusions on strengthening civilian CSDP (doc. 9288/18, 23 May 2018)
3. Civilian Capabilities Development Plan (doc. 11807/18, 4 Sep 2018)
4. Civilian CSDP Compact, agreed by FAC on 19 Nov 2018 and by European Council on 13-14 December 2018 (doc 14305/18)

Table of Contents:

- I. Background
- II. Aim
- III. Scope
- IV. Definition and principles
- V. Use of Specialised Teams
 1. General provisions
 2. Initiation
 3. Approval Process
 4. Activation: Call for Contribution and Composition
 5. Costs and Administrative Provisions
 6. Reporting
 7. Fast track
- VI. Annexes
 - Annex I - Detailed Administrative Provisions for Specialised Teams
 - Annex II - Template 'concept note'
 - Annex III - Template 'offer'
 - Annex IV - Schematic picture of ST decision making process

I. BACKGROUND

1. Civilian CSDP should be able to adapt to new challenges within the scope of their mandates. In order to enhance the reactivity and to facilitate any adaptations to new operational requirements, in 2018 the Council endorsed and adopted the Concept Paper, as a basis for strengthening civilian CSDP and further work in this regard, and the Civilian Capabilities Development Plan. Subsequently the European Council adopted the civilian CSDP Compact on 13/14 December 2018. These documents emphasize a renewed approach to civilian CSDP through fast, flexible, and properly resourced civilian CSDP missions, to effectively address threats and challenges along the internal and external security nexus. In order to implement this new approach, adequate and swiftly deployable resources must be available for the whole Mission cycle, including planning, conduct and transition/closure.
2. In the civilian CSDP Compact, Member States committed, among others, "*to make available on a voluntary and inclusive basis, specialised teams that are limited in scope, time and size and that correspond to the needs of civilian CSDP and are able to respond, where agreed, at short notice to developments on the ground*". Specialised teams represent an additional tool in the framework of the already existing set of temporary Mission reinforcement options, such as the CRT, CRC and Visiting Experts. This is in line with the envisaged multi-layered approach to enhance the responsiveness of civilian CSDP.

II. AIM

3. The aim of the present concept is to define the use of Specialised Teams in the civilian CSDP missions, including their initiation, composition, selection process, command and control, status and administrative aspects.

III. SCOPE

4. This concept applies to civilian CSDP missions and is applicable to the Specialised Teams that are deployed alongside the regular Mission members.
5. The concept may be reviewed any time in light of lessons identified.

IV. DEFINITION AND PRINCIPLES

6. A Specialised Team (ST) is an organised group of experts specialized in specific thematic area(s), limited in scope and size, that can be temporarily deployed to a civilian CSDP Mission, on a secondment basis, to support the delivery of specific mandated task(s).
7. STs contribute to civilian CSDP Mission's mandate execution on a temporary basis, when special expertise, skills or working methodology require deployment of organised teams rather than individual experts such as CRTs or VEs.
8. STs can include funding for projects, in addition to those already available in a Mission's project cell.
9. The use of STs must follow a clearly defined and inclusive decision making process involving the Mission and its chain of command, notably the Civilian Operations Commander and all Member States.

V. USE OF SPECIALISED TEAMS

1. General provisions

10. STs will generally be foreseen in the operational planning phase, to which MS contribute. STs may also be considered during the conduct phase to address ad hoc operational needs.
11. The use of STs will be based on a need determined by the HoM and endorsed by the CivOpsCdr. MS suggestions on the potential use of STs could be made during the operational planning process or through usual contacts with HoMs.
12. The use of STs will be as specified below.

2. Initiation

13. A proposal for a ST is described in a short "concept note" which includes the following provisions: (i) basic rationale for the ST, including relevance to the Mission mandate execution and added value towards other instruments, such as CRTs, CRCs, VEs; (ii) its objectives and tasks, including expected results and time frames; (iii) its indicative size and functional composition; (iv) and, if applicable, relevant financial aspects. A template for the "concept note" is at Annex II.

3. Approval Process

14. In the event of an ad-hoc need, Civilian Operations Commander submits the concept note to CivCom for discussion.
15. If the use of STs is already identified in the operational planning phase, the concept note (which follows the same structure as above) will be included in an Annex to the OPLAN and endorsed through the regular OPLAN approval process.

4. Activation: Call for Contribution and Composition

16. The concrete activation of a ST based on an agreed concept note is done through a Call for Contribution that shall include the following:
 - A description of tasks to be performed by the ST, including expected results and time frames;
 - The indicative composition;
 - The expertise and qualifications required;
 - A list of any equipment required, including donations to the host country;
 - Information on expected preparatory activities;
 - Information on any cost covered by the sending authorities in addition to those listed under para 32 ("in-kind" contribution), including, if applicable, information on project type contribution;
 - Deadline for submission of the "expression of interest" and of the "offers" (see details below).

17. With due respect to the EU institutional framework, STs can be provided either by a single Member State, a group of Member States (including European Gendarmerie Force (EGF)), an EU Agency, and, if so agreed, participating Third States. The Call for Contribution will be circulated accordingly to ensure the necessary inclusiveness.
18. As offers must be of complete teams, prior their submission, interested Member States/entities will send to the CPCC an initial expression of interest indicating available capabilities. The CPCC will assemble these in a table in view of facilitating the information exchange and team compositions by Member States/entities when formulating their offers. CPCC should continue to develop Goalkeeper registrar by creating a discussions forum which will allow MS to liaise among themselves in order to facilitate the formation of joint ST offers.

a) Selection of Offers

19. Offers for STs have to include details on how to deliver on the tasks and achieve objectives, including duration and timelines, as well as the proposed composition of the team, including respective expertise and background and a nominated team leader, which will be the main focal point for CPCC. A template for a ST "offer" is at Annex III.
20. The selection will be carried out by CPCC in consultation with the civilian CSDP Mission concerned.
21. Any time during the selection process, offering authorities may be requested to provide additional information. While CPCC may reach out to the designated ST leader, there will normally be no individual interviews with ST members.
22. In order to effectively address the needs, the selection procedure should ensure a quality and rapid process, as well as an inclusive, fair, transparent, non-discriminatory and accountable recruitment for all ST offers, in line with the overall Calls for Contributions selection principles and procedures.
23. The selection panel, established according to the selection procedure for CSDP Missions, will conduct interviews with the team leader(s) of STs offered and will assess the overall proposal(s). The Team Leader will also be invited to present the composition of its team and the professional portfolios.

24. The results of the selection process, including, if applicable, justifications for non-selection, will be communicated to those offering.

b) Pre-deployment Training

25. Members of selected STs shall undergo a pre-deployment training, which is the full responsibility of the sending authorities.

26. Depending on the risk assessment, ST members are required to undertake the necessary security training prior to deployment.

c) Duration

27. The duration of actual deployment in theatre depends on the nature and complexity of the tasks assigned to the STs but may not exceed 6 months.

28. STs may be deployed in theatre either in one single time or in multiple times, depending on operational needs and cost effectiveness, but the overall deployment period should not exceed above-mentioned 6 months.

d) Chain of Command:

29. The ST will report to the Mission Head of Operations through its team leader, who will assign a replacement in times of absence.

30. The HoM bears the duty of care of all members of the ST during their stay in theatre.

e) Code of Conduct

31. The Code of Conduct and Discipline for EU civilian CSDP Missions and the Upgraded Generic Standards of Behavior for CSDP Missions and Operations as respectively endorsed by the Foreign Affairs Council on 18 July 2016 (doc. 11961/16) and on 22 January 2018 (doc. 6877/18) apply to ST members, who should familiarize themselves with these documents.

5. Costs and Administrative Provisions

32. Seconding States/entities will bear all personnel-related costs, e.g. salaries and medical coverage (with the exception of Health and High Risk insurance), allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). The ST members' travel costs to and from the place of deployment will be covered by the Mission's budget.
33. Eligible costs linked to ST deployment in a Mission (i.e. allowances other than those paid according to the Council documents 7291/09 and 9084/13 as well as Health and High Risk insurance) will be covered from the Mission's budget line "Specialised Teams". Alternatively, eligible costs may be entirely covered by the seconding Member State(s), EU Agency, EGF, other multinational formation or Third States as an 'in-kind' contribution, with due respect to the EU institutional framework.
34. ST members seconded from contributing Third States, according to paragraph 17 above, are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013), including the coverage of the High Risk insurance.
35. Due to the non-permanent nature of STs, assignments to civilian CSDP Missions, specific provisions may apply with regard to their status, entitlements (e.g. leave days), rights and obligations and security. Any such specific provisions will be outlined in the Call for Contribution.

6. Reporting

36. The recourse to and activities of ST shall be properly reflected in Mission reports as well as in the civilian CSDP Mission Personnel Figures issued by CPCC on a bi-monthly basis.
37. After the end of the deployment, the Mission will produce a Special Report on the use of the ST including lessons learned and recommendations in order to enhance the use of this tool for civilian CSDP Missions.

7. Fast track

38. In the event that a rapid activation of a ST is needed, the 'concept note' and Call for Contribution could be combined in one single step. This procedure would require prior agreement in CivCom and/or PSC.
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ANNEX I - Detailed Administrative Provisions for Specialised Teams

1. Engagement

To be engaged in the context of a civilian CSDP mission, ST members shall:

- Possess expertise and experience required to contribute to the mission's activities as specified in the respective Call for Contribution;
- Be physically and mentally fit to travel and spend time in-country;
- Have completed HEAT (Hostile Environment Awareness Training), if required for a particular Mission;
- Be resilient and flexible to contribute to the delivery of Mission's 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 deployment.

1.1 Provision of Relevant Information

Once the ST is selected, the Mission will establish direct contact with the ST Leader and provide through him/her the team with information relevant to their planned deployment. Sending authorities will be kept informed of this.

1.2 Contact with the Mission Security Officer

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

1.3 Performance of the Planned Activities

STs shall carry out their duties under the overall guidance and in accordance with the specific requirements set by the Head of Mission. STs report to the Head of Operations and work closely with other mission personnel where applicable. 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 sending authority or the ST leader, 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

Upon completion of service within the Mission and prior to their departure, the ST leader is responsible to develop a report which includes achievements of the ST as well as the identification of lessons. The Mission will include information on progress of the ST in its regular and/or special reports.

2. Security

2.1 Prior to Deployment

Training

ST members will be contacted directly by the civilian CSDP Mission in preparation of their deployment. Depending on the Mission's area Risk Assessment, ST members are required to undertake necessary security training. If applicable, ST members have to undergo a HEAT (Hostile Environment Awareness Training). This will be addressed in the relevant planning documents and in the Call for Contribution.

Certificate/Booklet of Vaccination

ST members must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received prior to deployment, to be checked by the Mission. They also must be vaccinated according to the required immunisations for the mission area. Yellow fever vaccination might be compulsory to be admitted in some countries. The Call for Contribution will specify these requirements.

Medical Certificate

ST members should undergo an extensive medical examination and be certified medically fit for the civilian CSDP mission duty by a competent authority from the contributing State(s). A copy of this certification must be provided to the civilian CSDP Mission prior to deployment or accompany deployed personnel.

2.2 Mission Area Security

Briefing

Immediately upon arrival at the Mission area, the ST 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 ST members are to be equipped with personal protection equipment to be provided by the sending authority as specified in the Call for Contribution in line with relevant provisions in the Mission's OPLAN.

Where applicable, Mission provide STs with satellite phones, personal mobile radio, GPS and a personal medical kit. The distribution of this equipment to ST members is decided by the Senior Mission Security Officer or his/her appointed alternate.

Duty of Care

While in the Mission area, ST members are under the duty-of-care of the civilian CSDP Mission and are fully incorporated into the Emergency Evacuation and Relocation Plans and other Contingency Plans. They shall receive the same protection as all other international Mission members.

ST members are obliged to follow the Standard Operating Procedures of the civilian CSDP Mission. They must follow the decisions which are made by their assigned Line Manager 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 in disciplinary procedures.

3. Administrative, Travel and Financial Aspects

3.1 Legal Status/Regime

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

ST members shall be covered by the Code of Conduct and Discipline of the Mission and shall have the same status as international seconded Mission Members. Accordingly, ST members may follow the Mission's public holidays during their deployment in the Mission area, 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 ST members vis-à-vis the host country's authorities, ST members 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 CSDP mission shall put in place the necessary formal arrangements.

3.2 Passport and Visa

Passport

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

Visas

Sending authorities and ST members 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 area. Where appropriate and possible, the civilian CSDP Mission as well as the EUDEL will provide necessary support.

3.3 Logistics and Travel Arrangements

Depending on agreement, either the civilian CSDP Mission or sending authority will be in charge of all necessary logistics of the ST members once on duty and 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 them.

ANNEX II - Template ST 'concept note'

Concept note for possible use of Specialised Team in

Rationale for the ST, including relevance to the Mission mandate execution:

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Added value towards other instruments, such as CRTs, CRCs, VEs:

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Objectives and tasks to be performed, including expected results and time frames:

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Indicative size and functional composition of the ST:

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Relevant financial aspects:

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ANNEX III - Template ST 'offer'

Offer of the Specialised Team for

Detailed concept/plan on how to deliver on the tasks and achieve objectives:

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Duration and timelines:

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Proposed ST composition:

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Respective expertise and background of ST members (*CVs to be enclosed*):

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Nominated team leader:

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Miscellaneous (including “in kind” and project type contribution):

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ANNEX IV - Schematic picture of ST decision making process

