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DECLASSIFICATION

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Subject: European Union rule of law Mission in Kosovo (EULEX KOSOVO)
Internships Concept Paper

Delegations will find attached the declassified version of the above document.

The text of this document is identical to the previous version.

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THE EUROPEAN UNION**

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COVER NOTE

From: European External Action Service
To: Committee of Civilian Aspects of Crisis Management
Subject: European Union rule of law Mission in Kosovo (EULEX KOSOVO)
Internships Concept Paper

Delegations will find attached EEAS document EEAS 00679/4/12 regarding the EULEX KOSOVO Internships Concept Paper.

Encl. EEAS document EEAS 00679/4/12

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EUROPEAN EXTERNAL ACTION SERVICE



**Civilian Planning and Conduct
Capability – CPCC**

Brussels, 23 July 2012

**EEAS 00679/4/12
(st 8979/4/12)**

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NOTE

From: European External Action Service
To: General Secretariat of the Council

Subject: European Union rule of law Mission in Kosovo (EULEX KOSOVO)
Internships Concept Paper

The General Secretariat of the Council will find attached the EEAS document EEAS 00679/4/12 regarding the EULEX KOSOVO Internships Concept Paper, for further distribution.

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EULEX KOSOVO

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EULEX KOSOVO INTERNSHIPS - CONCEPT PAPER

1. At the Member States' request, delegations will find below a concept paper for the introduction of an internship scheme for EULEX KOSOVO.
2. Mindful of the Mission's priorities, the EULEX mission and CPCC consider that the required conditions of establishment and capability are in place for the launch of a small-scale internship scheme in close coordination with Contributing States as foreseen in the OPLAN. The first wave of interns to be deployed under such scheme would be scheduled for deployment in early 2013. The scheme would be advertised in the autumn 2012.
3. The interest in the Mission for such a scheme is significant, especially within the justice units and the Office of the Chief of Staff. The added value for the mission lies mainly in benefitting from highly-skilled and motivated academics as well as young professionals who can make a contribution in terms of mainly time-consuming research, legal studies, as well as preparing background information and briefing material, under the supervision of his/her mentor ensuring that the intern will not have access to EU Classified Information (EUCI) and personal and financial data.
4. The internship scheme equally represents an opportunity to disseminate EU initiatives in the field of CSDP. It is already an established practice within the EU institutions and has

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attracted many students towards an EU career. By gaining precious practical experience these interns might later contribute to enlarging the respective national pools of potentially deployable civilian experts to CSDP missions. The scheme would also help raising awareness about CSDP. Interns will not be recruited though to fill in gaps in Force Generation.

5. Internships will only be eligible for Member States and Contributing Third States nationals and will be advertised on a dedicated section of the Mission's website and by notification to Member States and Contributing Third States national authorities. Candidates will apply either directly or through their national authorities.

Candidates will be asked to put forward similar forms and correspondence as for applications to regular positions. Interns will then be selected through a transparent, merit-based competitive process, similar to the one in place for regular positions. The timelines for selection and deployment will be similar to the regular call for contributions. All selected candidates will be contacted directly by the Mission. Contributing States will be kept informed of the outcome procedure for sponsored applicants.

6. The intent is to publish three generic types of profiles focusing primarily on relevant education or training, rather than working experience which should not be a requirement for internship positions. The profiles can be roughly described as international relations, legal and law enforcement. As the aim of the scheme is to attract the most suitable and qualified candidates a minimum requirement will be a relevant university degree in political science or law with a focus on international relations or equivalent.

7. All selected candidates will receive a basic allowance (500€) covering basic cost of living and will benefit from the Mission's insurance (167€ per person/month) and medical services, including MEDEVAC. Details over the allowance will be provided in upon submission of the Budget Impact Statement for the next budget period. It is within the Member States and Contributing Third States or the sponsoring party discretion to provide any additional compensation, if desired. The Mission will sign an internship contract [convention de stage] with each of the selected candidates outlining the rights and obligations of each party, including compliance with the code of conduct.

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8. The initial numbers for the internships would be a maximum fifteen (15) interns. On the basis of the first experiences and Contributing States interest in the scheme, this number could be reviewed (see paragraph 13). The duration of internships will be 4 months non renewable. ~~No application deployment as contracted staff will be allowed during the internship and within 4-6 months of its termination the end of the internship.~~ **No application as contracted staff will be allowed during the internship and within 6 months of its termination.**
9. For reasons of security interns will solely be deployed in the Pristina region (i.e. EULEX HQ) and will not have any executive tasks. Interns will equally not have managerial-or decision making responsibilities, nor will they represent the Mission.
10. Interns will not have access to EUCI and personal and financial data. All interns have a responsibility to promote security and are required to abide by all rules and procedures in the Mission Security Plan. Completion of the e-HEST course will be a precondition for taking up the internship.
11. HR rules as specified in Annex D apply, with the exception of:
- Extensions
 - Repatriation and termination of contract/ tour of duty
 - Assessment and performance evaluation
 - Special leave
 - Maternity leave
 - Paternity leave
12. At the end of the internship a certificate is produced for each intern.
13. The Mission will report to Member States on the initial implementation six months after the activation of the internship scheme / arrival of the first interns. This will be followed by a full review of the scheme after one year, including on the scope of the scheme and its representativeness.