



**Annex 1 to the PSC Letter – Requirements and Job Descriptions**

**European Union Advisory Mission Ukraine  
(EUAM Ukraine)  
1-2021 Call for Contributions for a Specialised Team in support of training to strengthen  
public trust and confidence in Public Order Policing in Ukraine**

<b>Organisation:</b>	European Union Advisory Mission Ukraine (EUAM Ukraine)			
<b>Job Location:</b>	Kharkiv, Dnipro, Odesa			
<b>Availability:</b>	As indicated below			
<b>Staff Regime:</b>	Seconded			
<b>Job Titles/ Vacancy notice</b>	<b>Ref.</b>	<b>Name of the post</b>	<b>Location</b>	<b>Available on</b>
	<b><u>Specialised Team (8 posts)</u></b>			
	UST 01	Team Leader	Kharkiv/Dnipro/Odesa	15 Mar 2021
	UST 02	Public Order Deputy Team Leader	Kharkiv/Dnipro/Odesa	15 Mar 2021
	UST 03-08	Public Order Trainer (6 posts)	Kharkiv/Dnipro/Odesa	15 Mar 2021

<b>Deadline:</b>	<p style="text-align: center;"><b>1) Initial expression of interest: Friday 29 January at 17:00 hours (Brussels time)</b></p> <p style="text-align: center;"><b>2) Specialised Team Offers: From Monday 01 February to Wednesday 10 February at 17:00 hours (Brussels time)</b></p>
<b>Email address/ internet link:</b>	<p>1. Please send your <b><u>Initial Expression of Interest</u></b> to the mailbox below, indicating if the offer is made for a complete specialised team or only for some profiles as part of a joint multinational specialised team.</p> <p>2. Please submit the <b><u>Specialised Team Offer</u></b> to Goalkeeper/Registrar. The team leader will apply using the electronic application form to which will attach the Specialised Team offers and the application forms of the other team members in pdf. format: <a href="https://goalkeeper.eas.europa.eu/registrar/">https://goalkeeper.eas.europa.eu/registrar/</a></p>
<b>Information:</b>	<p style="text-align: center;">For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p style="text-align: center;"><b>Ms Carmen EPURE</b> <a href="mailto:cpcc-ukraine@eas.europa.eu">cpcc-ukraine@eas.europa.eu</a></p>

**Seconded Specialised Teams** – Only Specialised Team Offers of personnel nominations on a secondment basis received through official channels from EU Member States will be considered.

EU Member States will bear all personnel-related costs for Specialised Team members, e.g. salaries, medical coverage in the respective country (with the exception of Health and High Risk Insurance contracted by the Mission including repatriation), allowances other than those paid according to Council Documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). The Specialised Team members' travel to and from the place of deployment will be covered by the Mission's budget. 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.

**Tour of Duty**– Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the Specialised Team should be deployed for two periods of two months each.

The Civilian Operations Commander requests that contributing States propose Specialised Team Offers in accordance to the conditions, requirements and profiles described below and to the terms of reference described in *Appendix I - Specialised Team Concept (at this stage only refer to the objectives and tasks of part 3.a of the Concept)*.

## **I. GENERAL CONDITIONS**

**Citizenship** – The Specialised Team candidates, constituting a Team Leader and team members (hereafter referred to as the Specialised Team) must have citizenship of one or of the EU Member States.

**Integrity** – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline. The candidates are not allowed to discuss or provide classified and/or sensitive information obtained through their respective tasks and activities to individuals without the necessary security clearance and a need-to-know. They shall carry out their duties and act in the interest of the Mission.

**Flexibility and Adaptability** – The candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces or working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

**Availability** – The candidates must be able to undertake any other tasks related to the competencies, responsibilities and functions of their respective positions as required by the Head of Mission.

**Physical and Mental Health** – The Specialised Team candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in the CSDP Mission, selected candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in the EU Member States/country of residence.

*Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment.*

## II. REQUIREMENTS

### II.A Essential Requirements

The following are essential requirements in respect of civilian international experts deployed in the Mission:

#### 1. Education and Training

The Specialised Team candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)<sup>1</sup>, or equivalent, at a level specified in the related job description.

#### 2. Knowledge

The Specialised Team candidates should have understanding of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

#### 3. Skills and abilities

**Language Skills<sup>2</sup>** – The candidates must have spoken and written proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job description.

**Communication and Interpersonal Skills** – The candidates must have excellent interpersonal and communication skills, both written and oral.

**Organisational skills** - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

**Computer Skills** – The candidates must have skills in word processing, spreadsheet and e-mail systems are essential.

**Driving Skills** – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive 4-wheel-drive vehicle.

*Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.*

### II.B Desirable Requirements

**Knowledge of the Mission area** – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

**Knowledge and Experience of Security Sector Reform (SSR)** - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

**Training and Experience** – The candidates should have attended a Civilian Crisis Management Course or equivalent.

**Language** – Some proficiency in local language(s), depending on the job tasks and responsibilities.

**Driving Licence** - Category C driving licence.

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<sup>1</sup> <https://ec.europa.eu/ploteus/content/descriptors-page>

<sup>2</sup> [Common European Framework of References for Languages](#)

### III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED SPECIALISED TEAM

**Required Personnel Security Clearance (PSC)** – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. The original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. Access to EUCI will be limited to LIMITE/LIMITED until the issuance of their national security clearance.

**Certificate/Booklet of Vaccination** – The selected Specialised Team candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Mission area.

**Medical Certificate** – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data.

**Personal Protection Equipment** – National authorities should provide selected Specialised Team personnel with protection equipment preview in the *Appendix IV - List of Specialised Team personnel security and medical equipment*.

*Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.*

### IV. ADDITIONAL INFORMATION

**Gender balance** - The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CPCC encourages the Contributing States and European Institutions to take this into account when offering contributions at all levels.

**Application Form** – The Team leader will apply using the online Application Form via Goalkeeper – Registrar and will attach to his/her application 1) the Specialised Team offer (Appendix II – Template of the Specialised Team Offer) and 2) the team member's application forms.

**Selection Process** – With due respect to the EU institutional framework, Specialised Teams can be provided either by a single Member State, a group of Member States (including permanent organisations such as European Gendarmerie Force (EGF), an EU Agency. As offers must be of complete teams, prior their submission, interested Member States 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 Specialised Team offers.

Offers for Specialised Teams 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, according to the *Appendix II – Template of the Specialised Team Offer*.

The selection will be carried out by CPCC in consultation with EUAM Ukraine.

Any time during the selection process, offering authorities may be requested to provide additional information. While CPCC may reach out to the designated Specialised Team leader, there will normally be no individual interviews with Specialised Team members.

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 Specialised Team offers, in line with the overall Calls for Contributions selection principles and procedures.

The selection panel, established according to the selection procedure for CSDP Missions, will conduct interviews with the team leader(s) of Specialised Team offered and will assess the overall proposals. The Team Leader will also be invited to present the composition of its team and the professional portfolios.

**N.B** The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

**Information on the Outcome** – The results of the selection process, including, as applicable, justifications for non-selection, will be communicated to those offering.

**Training** – The selected candidates should complete the security e-learning courses BASE and SAFE<sup>3</sup> prior to deployment.

**Pre-Deployment Training (PDT)** – The selected Specialised Team is required to undertake the necessary pre-deployment training (preferably a collective one, which is the full responsibility of the sending authorities), including solid security training, which will enable the team to operate safely in a potentially hostile environment.

**Code of Conduct** - The Code of Conduct and Discipline for EU civilian CSDP Missions and the Upgraded Generic Standards of Behaviour 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 familiarise themselves with these documents.

All other applicable administrative rules are specified in *Appendix III – Detailed Administrative Provisions*.

**Data Protection** – The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website. [Privacy Statement](#).

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<sup>3</sup> <https://webgate.ec.europa.eu/eeas/security-e-learnings>

# EUROPEAN EXTERNAL ACTION SERVICE



## Appendix I - Specialised Team Concept

### 1. Rationale for the Specialised Team, including relevance to the Mission mandate execution

After the events on Maidan, the National Police of Ukraine (NPU) in charge of public order went through reorganisation, with certain units being dismantled. Among the National Police Units engaged in maintenance of public order during high-profile mass events are the Special Police Units operating under the Regional Police Headquarters and Kyiv Police Headquarters, employing 4200 police officers countrywide.

The Ministry of Internal Affairs of Ukraine order No. 706, from 23 August 2018, approved a new Public Order Concept for maintaining public order and security during public events into the activities of the bodies and units of the National Police of Ukraine.

For the implementation of the Public Order Concept, NPU has prioritised initially five biggest regions (the biggest cities with various mass events) to develop this specific capacity/competence. Two of these five regions (Kyiv and Lviv) received technical assistance with the Support Police Reform to Ukraine (SPRU) project, which was completed on 24 April 2019, while three of them: Kharkiv, Odesa and Dnipro are planned to be covered by PRAVO-Police project support<sup>(4)</sup>.

Building on the outcomes of SPRU project (420 officers in Kyiv and Lviv were trained on mobile concept)<sup>(5)</sup>, additional 560 officers are to be trained in Odesa, Kharkiv and Dnipro. Upon implementation of PRAVO Public Order Support Package, Special Police Units will be equipped with vehicles, Personal Protective Equipment (PPE) and proper uniforms, which, in addition with proper training will grant them the status of readiness needed to implement the concept countrywide.

The PRAVO Support Package also envisages 4 Train of Trainers (ToT) courses that will ensure the sustainability and further integration of the course in the professional development curriculum. One of the desired outcomes of EUAM Ukraine is to ensure Freedom of Assembly and to strengthen public trust and confidence in Public Order Policing. This outcome can only be achieved by advising, mentoring and supporting the implementation of the Ukrainian national model for Public Order and Policing and to train, equip, mentor, advise and support Public Order Police in accordance with the Ukrainian model and the best European standards.

Bearing in mind the total number of NPU officers to be trained, there is a need of 8 full time dedicated international trainers for each course in order to properly conduct each training session (Public Order Basic Training, 8 training sessions of 12 days for 70 NPU Police Officers each).

Since these trainings will be held in Kharkiv, Odesa and Dnipro, and in full time dedication, it will not be feasible for our EUAM Public Order advisors to do more than to provide overall support and assure a proper

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<sup>4</sup> EUAM has the role of expert advice in PRAVO Police program implemented by UNOPS.

<sup>5</sup> Public order concept based on mobility, flexibility (fast response), taking the initiative and keep the control and de-escalate the situation.

liaison with local authorities (note: EUAM Ukraine has only one dedicated mission member in Odesa and another in Kharkiv).

Due to the COVID-19 pandemic, the initially foreseen schedule was postponed. Taking into account the possible return to planned activities in 2021, a new training calendar was agreed with the National Police of Ukraine. The implementation of the new Public Order Model and the change of paradigm is a major milestone for a modern and more functional Police. Since the material, equipment and uniforms dedicated to the new public order concept will be available (under PRAVO) during the first trimester of 2021 and the use of them requires proper training it would be important to finalise Basic PO training by the end of the first trimester. The EUAM will continuously and in consensus with NPU assess the Covid situation and consequently report to CPCC on any expected delays.

## **2. Added value of a Specialised Team compared to other instruments such as CRC, CRTs, VEs**

The Ukrainian Government (Order number 706, Ministry of Internal Affairs of Ukraine, 23 August 2018) made a political decision to approve the concept of integrating a new model for maintaining public order and security during public events into the activities of the bodies and units of the NPU. This Public Order model, already adopted in some EU Member States, has certain particularities such as the absence of shields, use of personal protection equipment under the uniforms and utilisation of vehicles as shields that makes it different from other-concepts. It is the only PO concept that does not use protection shields but the vehicles force protection. It is also one of the few that utilizes the Protection Equipment under the Uniforms due to de-escalation. The PO vehicles used are (mainly) without visible protection (bars, metal reinforcement) due to the de-escalation and mobility principles. This particular characteristics implies a different tactical approach.

Therefore, and in order to pursue the training provided under the scope of SPRU, it was decided to propose the deployment of a Specialised Team which can fulfil the above mentioned concept in line with the model of Basic Public Order Training to the remaining Units of NPU in Ukraine.

The added value of using a Specialised Team instead of other instruments would be:

- a) Due to its customised way of recruiting and then composition, the ST offers the advantage of a more homogeneous professional backgrounds among the trainers and a common conception of the public order concept.
- b) As the on-the-job training is carried out by a complete team of experts, the training will be comprehensive and generate accurate working procedures; thereby having a direct impact on the daily routines and performance of NPU employees;
- c) A team of experts with solid background within public order operations is likely to stimulate discussions on the training and the implementation of the Ukrainian decided public order concept.

## **3. Objectives and tasks to be performed by the Specialised Team, including expected results and timeframes**

- a) Training courses for 560 officers, including to 210 (the whole regiment) police officers from Dnipro, 140 from Odesa (the whole battalion), 140 from Kharkiv (the whole battalion). The training should last for 12 days, replicating the experience with SPRU basic training courses. In total, eight training courses (70 participants per each training course) should be delivered.

NPU staff will be selected as assisting trainers from those already trained under SPRU in order to ensure proper sustainability for the future.

- b) Organisation of 4 train of trainers courses, to be delivered to 40 police officers from Dnipro, 20 - from Odesa and 20 - from Kharkiv (with Kyiv and Lviv officers being already trained under SPRU). Using the experience of SPRU trainings, one ToT course on Mobile Concept should last for 10 days and be delivered to 20 participants. In total, 4 training courses should be delivered for 80 officers, the future trainers of the concept that will assure sustainability.

The overall duration of deployment of a Specialised Team would be split in two deployment periods:

1. Two months from 15 March to 15 June 2021
2. Two months from 01 September to 23 November 2021

This will allow the necessary time for the preparatory and follow up work around courses' strict delivery. It is important to consider that dates above mentioned can be changed and teams must be flexible due to the uncertainty resulted from the COVID-19 pandemic situation.

Tentative planning is as follows:

**a) Public Order Trainings**

- 15 – 30 March Odesa (70)
- 01 – 16 April Odesa (70)
- 13 – 28 May Kharkiv (70)
- 31 May - 15 June Kharkiv (70)
  
- 06 – 21 September Dnipro (70)
- 23 September – 08 October Dnipro (70)
- 14 – 29 October Dnipro (70)
- 08 – 23 November Location to be confirmed (70)

**b) Train of Trainers Trainings (ToT)**

- 19 – 30 April Odesa (20)
- 31 May – 11 June Kharkiv (20)
- 04 - 15 October Dnipro (20)
- 08 – 19 November Dnipro (20)

The expected outcome is to properly train all Specialised Units of Odesa, Dnipro and Kharkiv with the Public Order concept adopted by the Ukrainian Government in order to ensure Freedom of Assembly and to strengthen public trust and confidence in Public Order Policing.

**4. Indicative size and functional composition of the Specialised Team**

The Specialised Team is envisaged to be composed of maximum 8 experts including the Team Leader, to cover 12 courses (8 public order courses and 4 Train of Trainers trainings). All members should be fluent in English (written and spoken). Ideally, all experts should have previous experience from public order.

Each Public Order Team should be comprised of following experts:

- 1 Team Leader who will lead, direct and manage the Specialised Team Unit and supervise their work.



- 1 Deputy Team Leader who will assess, and monitor the NPU candidates skills and competencies and will liaise with Public Order Unit regarding the training activities;
- 6 Public Order Trainers who will conduct 7 trainings (12-days each, 70 participants per each) for National Police in Kharkiv, Odesa and Dnipro, in line with the best European practices of Public Order Management.

Each Train of Trainers Team of 4 shall be composed as follows:

- 1 Team Leader who lead the team and develop a curriculum for the training in close collaboration with NPU and MoIA;
- 3 Public Order Trainers who will conduct 4 train-of-the-trainers courses that are to be delivered to 40 police officers from Dnipro, 20 - from Odessa and 20 - from Kharkiv. In total, four training courses should be delivered for 80 officers, the future trainers of the concept that will assure sustainability.

Members of the Specialised Team should be familiar with the concepts and approach of the Public Order Model, which is to be trained.

## **5. Relevant financial aspects**

The estimated costs for deployment of the required Specialised Team in line with the number of participants and projected schedule of activities is approximately 222 575 EUR, which includes costs for flights to/out of Ukraine, duty trips inside Ukraine, accommodation in the Area of Operations, per diems and insurances.

<b>Position Name:</b> Team Leader	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UST 01	<b>Location:</b> Kharkiv/Dnipro/Odesa	<b>Availability:</b> 15 Mar 2021
<b>Component/Department/Unit:</b> Operations Department/Specialised Team	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Team Leader reports to the Head of Public Order Unit.

### 2. Main Tasks and Responsibilities:

- To develop a curriculum for the training in close collaboration with NPU and MoIA;
- To Lead the Team that will conduct 7 trainings (12-days each, 70 participants per each) for National Police in Kharkiv, Odesa and Dnipro. Those who are educated should be trained in best European practices on Public Order Management;
- To assess, and monitor the NPU candidates skills and competencies;
- To monitor progress delivering;
- To liaise with Public Order Unit regarding the training activities;
- To manage administrative matters regarding the Specialised Team.

### 3. General Tasks and Responsibilities:

- To lead, direct and manage the Specialised Team Unit;
- To supervise the work of the Mission's trainers, including training planning, curricula development, training provision, data collection etc.;
- To supervise the Unit's contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities, and to provide recommendations for the improvement of Mission's performance;
- To design and expand training and development programmes based on the needs of the organisation and the individual;
- To work in close cooperation with the other Mission's Units (*including the Public Order Unit*);
- To ensure that Specialised Team Members of the Unit contribute to identify and report lessons identified/learned and best practices within their respective area of responsibility;
- To identify, manage and report risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of Advanced university degree (Master or equivalent), with five years of relevant experience **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of a second cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police education or training or an award of an equivalent rank; **AND**
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years working on Public Order Management;
- Experience in national or international training units/programmes for law enforcement agencies.

### 5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of public order management;
- Educated and skilled trainer;

- Ability to manage and coordinate a diversified team;
- Leadership skills to lead teams and develop solutions, and to adapt new and emerging technologies to solve business and operational needs;
- Managerial skills and the ability to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Ability to plan, multi-task and manage time effectively;
- Ability to work in multi /cultural, multi-ethnic environment with sensitivity and respect for diversity.

**6. Desirable Qualifications and Experience:**

- Experience in international efforts to support host state reforms in the area of security sector;
- Ukrainian and Russian language skills.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Ukraine and its security challenges;
- Knowledge of public order in Ukrainian context.

<b>Position Name:</b> Public Order Deputy Team Leader	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UST 02	<b>Location:</b> Kharkiv/Dnipro/Odesa	<b>Availability:</b> 15 Mar 2021
<b>Component/Department/Unit:</b> Operations Department/Specialised Team	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Public Order Deputy Team Leader reports to the Team Leader.

### 2. Main Tasks and Responsibilities:

- To deputise the Team that will conduct 7 trainings (12-days each, 70 participants per each) for National Police in Kharkiv, Odesa and Dnipro. Those who are educated should be trained in best European practice of Public Order Management;
- To assess, and monitor the NPU candidates skills and competencies;
- To liaise with Public Order Unit regarding the training activities.

### 3. General Tasks and Responsibilities:

- To deputise the Team Leader in his/her absence;
- To support the Team Leader in implementing of the Specialised Team goals and activities and to ensure their operational coherence in support of the Mission's mandate;
- To provide input to the development and regular updating of the Specialised Team activities;
- To ensure the consistency and sustainability of Specialised Team activities;
- To ensure that Specialised Team members working under the Team Leader responsibility identify and report lessons and best practices within their respective fields of responsibility;
- To ensure that Specialised Team members working under the Team Leader's responsibility are periodically updated on the training implementation progress;
- To identify, manage and report the risks arising from the specific trainings implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police education or training or an award of an equivalent rank; **AND**
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 5 years working on Public Order Management;
- Experience in national or international training units/programmes for law enforcement agencies.

### 5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of public order management;
- Educated and skilled trainer;
- Ability to manage and coordinate a diversified team;
- Managerial skills and the ability to establish priorities, to plan and to exercise control;
- Ability to mentor and motivate staff;
- Ability to plan, multi-task and manage time effectively;
- Ability to work in multi /cultural, multi-ethnic environment with sensitivity and respect for diversity.

**6. Desirable Qualifications and Experience:**

- Experience in international efforts to support host state reforms in the area of security sector;
- Ukrainian and Russian language skills;
- Experience in international efforts to support host state reforms in the area of security sector.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Ukraine and its security challenges;
- Knowledge of public order in Ukrainian context.

<b>Position Name:</b> Public Order Trainer	<b>Employment Regime:</b> Seconded	
<b>Ref. Number:</b> UST 03 - 08	<b>Location:</b> Kharkiv/Dnipro/Odesa	<b>Availability:</b> 15 Mar 2021
<b>Component/Department/Unit:</b> Operations Department/Specialised Team	<b>Level of Security Clearance:</b> EU CONFIDENTIAL	<b>Open to Contributing Third States:</b> No

### 1. Reporting Line:

The Public Order Trainer reports to the Team Leader.

### 2. Main Tasks and Responsibilities:

- To conduct 7 trainings (12-days each, 70 participants per each) for National Police in Kharkiv, Odesa and Dnipro, in line with the best European practices of Public Order Management;
- To assess, and monitor the NPU candidates skills and competencies.

### 3. General Tasks and Responsibilities:

- To support host state authorities in developing training strategies/policies/plans/curricula/ training institutions as directed by the Team Leader;
- To conduct Mission direct training activities according to the Specialised Team's goals, and curricula;
- To ensure data collection related to the Specialised Team trainings;
- To contribute to the Specialised Teams contribution to the Mission's internal and external reporting against benchmarking, also assessing the consistency and sustainability of Mission's training activities over time, and to provide recommendations for the improvement of Mission's performance;
- To identify and report on lessons learned and best practices within the respective field of responsibility;
- To prepare, chair and/or take part in briefings related to trainings with other Mission's units/components;
- To undertake any other related tasks as requested by the Line Manager(s).

### 4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, **OR** equivalent and attested police education or training or an award of an equivalent rank; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in national or international training units/programmes for law enforcement agencies.

### 5. Essential Knowledge, Skills and Abilities:

- Extensive knowledge of public order management;
- Educated and skilled trainer;
- Ability to plan, multi-task and manage time effectively;
- Ability to work in multi /cultural, multi-ethnic environment with sensitivity and respect for diversity.

### 6. Desirable Qualifications and Experience:

- Experience in international efforts to support host state reforms in the area of security sector;
- Ukrainian and Russian language skills.

**7. Desirable Knowledge, Skills and Abilities:**

- Knowledge of Ukraine and its security challenges;
- Knowledge of public order in Ukrainian context.

**Appendix II – Template of the Specialised Team 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 (*application forms 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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# EUROPEAN EXTERNAL ACTION SERVICE



## **Appendix III – Detailed Administrative Provisions**

### **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 a valid Personal Security Clearance
- 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 Contacts 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 Public Order Unit and respectively Team Leader 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 of the Specialised Team Concept). 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 Threat Rating, ST members are required to undertake necessary security training.

#### **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**

The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. As temporary measure and while the COVID-19 pandemic persists, Missions will request an extensive medical examination taking into account the exceptional circumstances of COVID-19 crises. In a similar manner a dental examination should be certified where it is stated that no eminent dental issues are foreseen. A copy of the result of the medical examination as well as the certification must be provided by seconded/contracted personnel as well as interns and sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data.

### **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 the 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 Head 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 and shall comply with all prevailing security and medical policies and procedures while in the Mission Area of Operations.

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 member's 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 Service Passport (or Diplomatic Passport) as required in the Call for Contribution.

##### **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**

The civilian CSDP Mission, EUAM Ukraine, will be in charge of all necessary logistics of the ST member's 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.

# EUROPEAN EXTERNAL ACTION SERVICE



## **Appendix IV - List of Specialised Team personnel security and medical equipment**

The seconded staff to be deployed to EUAM Ukraine should bring the following equipment:

- a. Ballistic helmet: NIJ IIIA*
- b. Tactical vest: Hard plates: NIJ IV*
- c. First Responder Personal Medical Kit*
- d. Hand sanitizer\*: 2 bottles (50-75ml), officially quality approved, for personal use FFP3 N95 face masks with CE marking\*, not less than 5, preferably 10*
- e. Nitrile powder free gloves\*, adjusted size for personal use, 20 par-30 par.*

\*Since these articles are in limited number in the Mission, Member States are invited to provide the above amount of medical PPE to their seconded staff for protection during travel and in-Mission quarantine periods. The Mission should be soon provided with adequate number of COVID-19 PPE from the MSB Warehouse.