

Annex 4

EULEX KOSOVO Internship Programme

The below articles outline the rules and procedures for the EULEX KOSOVO Internship Programme.

The internship period is 15 August to 14 December 2016

1 - Purpose

The purpose of the internship with EULEX KOSOVO shall be:

1. to give interns a specific understanding of the objectives and challenges the implementation of the Common Security and Defence Policy (CSDP) and its biggest CSDP Civilian Mission (EULEX KOSOVO);
2. to provide interns with specific knowledge of the working of the EULEX KOSOVO Mission;
3. to develop the interns personal and professional expertise;
4. to enable interns to further and put into practice the knowledge they have acquired during their studies or previous professional careers;
5. to give EULEX KOSOVO contributions and productive (value-added) outcomes that exceeds the endeavour and costs of the programme itself;
6. to potentially create a pool of young and mission-experienced candidates for possible future engagement in CSDP and other crisis-management Missions;
7. to benefit from the input of young enthusiastic students who can provide a fresh point of view and up-to-date academic knowledge, thus enriching the everyday work of the Mission;
8. to further develop EULEX KOSOVO cooperation with the academic community and researchers;
9. to generally widen the interest for and raise awareness of, engagement in CSDP missions.

The Internship Program will NOT be an instrument to fill gaps or substitute the personnel resources needed in Force Generation.

2 - Participants

The programme is aimed at academics and young professionals **from EU Member States and EULEX KOSOVO contributing third States** only.

The minimum eligibility **requirement is completed university studies** in duration of a minimum of three years as attested by a relevant university degree to be obtained by the set deadline for submission of application. Enrolment in further studies leading to a Masters or PhD, or the equivalent in the area of studies, could be considered desirable, if deemed appropriate by the respective unit.

General requirements for the participants are the following:

- very good command of spoken and written English;
- be able to work in a sometimes stressful and demanding environment;
- highly motivated;
- e-HEST completion.

Admission to an internship shall not entitle interns to future employment or give them priority to be recruited for any of the positions in EULEX KOSOVO. No application as contracted staff should be allowed during the internship and within 6 months of its termination.

Family members of EULEX KOSOVO Mission Members will be eligible to apply under **same conditions and restrictions as regular staff members**. This means that, while it is not restricted for family members of existing EULEX KOSOVO Mission Member to apply, interns should not be working in positions that would be under the supervision of their family member.

3 - Application procedure

The Internship positions will be launched through CPCC and communicated to EU Member States and in addition published on the EULEX KOSOVO website. Interns can apply as sponsored by a national authority or as individual applicants, which must be indicated on the application form.

The application must consist of a duly completed Internship Application form (Annex 2). References can be sought by the panel if needed.

Prior to arrival, the interns have to present:

- a legible copy of a passport;
- a copy of the University degree or equivalent held;
- proof of enrolment in a Master/PhD programme, if applicable.

Upon arrival, the interns have to present a medical certificate.

4 - Selection

Candidates should apply either directly or through their national authorities. The applications from the national authorities as well as of individual applicants shall be sent to the following e-mail only:

internship@eulex-kosovo.eu

Candidates considered to be most suitable will be short-listed and interviewed by phone, before the final selection is made.

5 - Administrative arrangements

Check in

On entry to the mission the Interns shall “check-in”, including:

- Register in the Personnel Database;
- Sign a Confidentiality Acknowledgement form;
- Obtain Intern’s ID;
- Participate in the Induction Training.
- An EULEX KOSOVO e-mail account will be created for them.

Interns shall have the same working hours as EULEX KOSOVO staff.

Interns will not accrue annual leave/compensatory time off but will be eligible for official

EULEX KOSOVO holidays.

6 - Access to working premises and assets

It is the receiving office's/supervisor's responsibility to ensure that the intern has an appropriate working place, desk, chair, lamp, computer, radio and phone.

The interns will go through the regular check-in procedure.

Interns will not be granted pin to place international calls.

Interns will not have access to drive EULEX KOSOVO vehicles.

Upon completion of the Internship, the intern shall receive an EULEX KOSOVO Internship Certificate stating the unit and duration of service of the Internship.

7 – Administrative status

The Intern shall be subject to the authority of the Head of Mission and the authority delegated by him to the Heads of Divisions and Offices.

An Internship Agreement covering the legal obligations of EULEX KOSOVO will be signed with the selected direct interns upon their check in to the mission.

Interns are in particular, exempt from:

- VAT free import of private vehicle,
- privilege to drive mission vehicles,
- travel and other allowances,
- leave days.

8 - Security

Interns will only be deployed to Pristina region.

All security arrangements for EULEX KOSOVO international staff will be applicable for EULEX KOSOVO interns. The interns will be included in the warden system.

The security kit, where appropriate, will also be issued to the interns under the same conditions applicable to the regular EULEX KOSOVO staff members.

The supervisor/ mentor has to ensure that the intern will not have access to EU Classified Information, as well as personal and financial data.

9 - Financial arrangements

Interns that are citizens of one of the EU Member States shall receive an allowance of €500 per month, payable at the end of each month.

It is the intern's own responsibility to ensure whether an allowance paid by the Mission is taxable in his/her home country.

It is the intern's own responsibility to cover all costs related to travel to and from the Mission, housing costs, local transport, food and other costs associated with fulfilling the internship.

10 – Insurances, Medical, etc

EULEX KOSOVO will arrange for and pay a complementary insurance (Cigna International) for interns that are citizens of one of the EU Member States covering accidents when in the service of EULEX KOSOVO in Kosovo, if duly authorized as eligible cost. The insurance will only cover the duration of the internship.

The intern will have the same access to EULEX KOSOVO health care and hospital as regular EULEX KOSOVO staff, including MedEvac.

All other insurance coverage before and after the internship, is the responsibility of the intern.