

# EUROPEAN EXTERNAL ACTION SERVICE



Civilian Planning and Conduct Capability –  
CPCC Director

Brussels, 28 November 2012

Civilian Operations Commander  
Hansjörg HABER

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## TO PSC AMBASSADORS AND AMBASSADORS OF CONTRIBUTING THIRD STATES

**SUBJECT:** INTERNSHIP SCHEME FOR THE EUROPEAN UNION RULE OF LAW MISSION IN  
KOSOVO, EULEX KOSOVO

**REFERENCES:** EUROPEAN UNION RULE OF LAW MISSION IN KOSOVO, (EULEX  
KOSOVO) INTERNSHIPS CONCEPT PAPER, DOCUMENT (DOC. 16355/12  
RESTREINT UE, DATED 21 NOVEMBER 2012)

Dear Ambassador,

### **1. Background**

On 27 November 2012, PSC adopted the EULEX KOSOVO Internships Concept Paper introducing an Internship scheme for EULEX KOSOVO.

The first Internship Scheme for EULEX KOSOVO is launched containing four profiles as described in Annex I.

The first wave of interns will deploy in Pristina on 1st February until 31 May 2013.

The Call for Contributions for Internships is open to the contributing third States<sup>1</sup>.

The Director of the Civilian Planning and Conduct Capability, CPCC, on behalf of the EULEX KOSOVO Head of Mission, kindly invites contributing States to put forward qualified intern applicants for the four profiles as listed in Annex I.

Intern applicants may also apply directly in accordance with the procedure mentioned in the EULEX KOSOVO Internship Call for Contributions.

## 2. Methodology

- a) Contributing States are requested to examine the personal profile and job description to ensure that:
  - proposed intern meet the listed criteria described in the essential requirements and in the specific job descriptions (**Annex 1**).
  - each applicant completes the standard job application form in English (**Annex 2**). Applications will be considered only when using this form and indicating which profile the candidate is applying for.
- b) Proposed candidates should satisfy in full the criteria set out in the job description.
- c) We would appreciate if contributing States would submit offers for the internships scheme at their earliest convenience, **but not later than close of business on 14 December 2012**.
- d) Contributing States should submit their personnel offers, by e-mail to the following address:

**Civilian Planning and Conduct Capability, CPCC,  
E-mail: [internship@eulex-kosovo.eu](mailto:internship@eulex-kosovo.eu)**
- e) The Civilian Planning and Conduct Capability, CPCC, will keep the contributing States informed of the outcome procedure for supported interns. The duration of the deployment should be of 4 months.

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<sup>1</sup> Canada, Croatia, Norway, Switzerland, Turkey and United States of America

### 3. General Information

Any further information required relating to the selection and deployment of your staff may be obtained from the Civilian Planning and Conduct Capability, CPCC, by contacting:

**Attn. Ms Antigone Marana**  
**e-mail: antigone.marana@ext.eeas.europa.eu**  
**Tel: + 32 (0)2 281 2630<sup>3</sup>**

Yours sincerely,



Hansjoerg Haber  
Civilian Operations Commander

**Annexes:**

Essential Requirements and Specific Job Descriptions (Annex I)  
Standard Application Form (Annex II)  
Candidate list template (Annex III)  
Info Note on EULEX KOSOVO Internship

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<sup>3</sup> From 1 December 2012 new numbers: Tel.: +32-(0)2-584 2630