



# Ministero della Giustizia

DIPARTIMENTO DELL'AMMINISTRAZIONE PENITENZIARIA  
UFFICIO DEL CAPO DEL DIPARTIMENTO  
*Ufficio Studi Ricerche Legislazione e Rapporti Internazionali*

Ns. Rif: US-INT- 2-4/24

gp

Roma.

RI-GDAP-1b00-20.05.2010  
PU 0000826-2010

**AL SIGNOR DIRETTORE GENERALE  
DEL PERSONALE E DELLA FORMAZIONE  
S E D E**

*OGGETTO: Richiesta candidature per esperti in tema di Riforma del Settore della Sicurezza (SSR).*

Al fine di potenziare le capacità in tema di Riforma del Settore della Sicurezza (SSR), il Consiglio dell'Unione Europea ha invitato gli Stati Membri a presentare le candidature di personale qualificato da includere in un pool di esperti cui sarà richiesto di fornire valutazioni per la pianificazione e revisione delle azioni UE condotte in tale specifico ambito.

Gli esperti nazionali selezionati nell'ambito della presente richiesta di candidature saranno inclusi in un *database* gestito dal Segretariato Generale; a tali esperti potrà essere richiesto anche il distacco temporaneo in missione o la partecipazione a specifici corsi di formazione e seminari. Alla selezione potranno partecipare anche gli esperti nazionali inseriti nel *Civilian Response Team* (CRT), qualora in possesso di profilo adeguato.

Considerata la posizione di diretta competenza di questa Amministrazione (**Criminal Justice expert including penitentiary matters**), si chiede di voler cortesemente diramare un interpello tra i magistrati in servizio presso questo Dipartimento e tra tutto il personale, a livello nazionale, appartenente al ruolo dei dirigenti penitenziari, nonché ai funzionari del Corpo di Polizia Penitenziaria.

La descrizione dettagliata del profilo relativo alla posizione in parola è consultabile nell'Annex 1; ulteriori informazioni sull'iniziativa possono essere reperite nell'Annex 3.

Le candidature, redatte in lingua inglese o francese utilizzando l'apposito modulo (Annex 2), dovranno essere trasmesse da questa Amministrazione al competente Ufficio del Ministero Affari Esteri, **esclusivamente via posta elettronica**. È stato precisato,



# Ministero della Giustizia

altresì, che non saranno ritenute valide le istanze dei candidati presentate in formato diverso dal formato Word.

L'*Application Form for SSR Experts* (Annex 2), debitamente compilato, dovrà essere trasmesso all'Ufficio Studi, Ricerche, Legislazione e Rapporti Internazionali, via posta elettronica ([ufficiostudi.dap@giustizia.it](mailto:ufficiostudi.dap@giustizia.it)), **entro e non oltre il giorno 7 giugno 2010, alle ore 17:00**, al fine di consentire l'inoltro delle candidature al Ministero degli Affari Esteri, entro la data stabilita, per i seguiti di competenza.

Si rappresenta, ad ogni buon fine, che non saranno prese in considerazione candidature pervenute all'Ufficio Studi dopo il termine indicato, né candidati che siano sprovvisti dei requisiti generali, specifici e minimi, richiesti agli esperti SSR, secondo quanto indicato nell'Annex 1. Si segnala, infine, che è necessario attenersi alle istruzioni indicate nell'*Application Form* per l'esatta compilazione del modulo in questione.

IL CAPO DEL DIPARTIMENTO

*Franco Vonta*

Brussels, 13 April 2010

**COUNCIL OF  
THE EUROPEAN UNION**

**GENERAL SECRETARIAT**

*Crisis Management and  
Planning Directorate*

*Deputy Director General  
Claude-France ARNOULD*

RUE DE LA LOI, 175

B - 1048 BRUSSELS

Tel: (32 2) 281 6185

Fax: (32 2) 281 7436

*claude-france.arnould@consilium.europa.eu*

**PSC AMBASSADORS**

**EUROPEAN COMMISSION**

**SUBJECT: CALL FOR CONTRIBUTIONS FOR THE POOL OF EU SECURITY  
SECTOR REFORM EXPERTS**

**REFERENCES:** (A) Security Sector Reform – draft document on  
deployable European expert teams (Document 14576/1/08  
REV 1)

(B) Security Sector Reform – Document on deployable  
European expert teams - Profiles (Document 10793/09)

(C) Security Sector Reform - deployable European Expert  
teams - Establishment of a pool of experts and deployment  
of experts (Document 13246/09)

Dear Ambassador, Dear Sir/Madam

**1. Background**

In order to increase its capacities in the field of Security Sector Reform (SSR), The Council of the European Union has decided to establish a pool of EU SSR experts coming from Member States, the European Commission and the General Secretariat of the Council. Once established, the pool will consist of experts in different domains, i.e. general SSR experts and sector experts, that could be deployed in the context of inter alia assessments in the field and assist in the planning of EU actions within the field of SSR.

The selected experts will be included in a database managed by the General Secretariat of the Council (CMPD).

In order to select experts for the pool, Member States and the Commission are invited to put forward candidates for the sectors listed in Annex 1 fulfilling the requirements set out in the same Annex.

## 2. Methodology

- a) Member States and the Commission are requested to examine the profiles and requirements to ensure that:
- proposed candidates meet the listed requirements (**Annex 1**).
  - each candidate completes the application form in English or French. (**Annex 2**).
- Only applications that contain all the required information and that are submitted by a Member State or an Institution will be considered.
- b) Proposed candidates should meet all the requirements for the sector(s) that they have applied for.
- c) Member States are invited to undertake a screening of their CRT experts in order to identify those that could meet the requirements for the SSR expert profiles and, if they so wish, put forward these experts as candidates. In such case, a duly completed application form is, however, still required.
- d) Member States and the Commission should submit their candidates **not later than close of business on 15 June 2010**.

Member States and the Commission should submit their candidates, by e-mail to the following address:

**General Secretariat of the Council, CMPD**

**E-mail: [cmpd.ssr@consilium.europa.eu](mailto:cmpd.ssr@consilium.europa.eu)**

- e) The General Secretariat of the Council (CMPD) will be responsible for notifying Member States and the Commission of the outcome of the selection process.

## 3. General Information

An information note is attached (**Annex 3**) that can be used as a basis for providing further information to potential candidates.

It is recalled that data of the experts in the SSR pool will be included in a database. In relation to issues of data protection, Member States and the Commission are responsible for informing candidates in accordance with applicable rules.

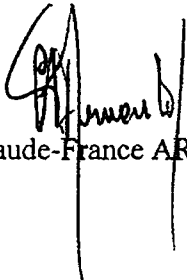
Member States have agreed that special rules are to be applied for Intelligence and Justice experts in relation to sensitive data. For this purpose Member States and the Commission are requested to communicate any constraints in this respect in relation to a specific application.

Any further information required relating to the selection may be obtained from the General Secretariat of the Council, CMPD:

**Pia Sellerup, CMPD**

e-mail: [cmpd.ssr@consilium.europa.eu](mailto:cmpd.ssr@consilium.europa.eu)

Tel: + 32 (0) 2 281 5298



Claude-France ARNOULD

cc.: CivCom and PMG delegates

**ANNEXES:**

- **Requirements (Annex 1)**
- **Application Form (Annex 2)**
- **Information Note (Annex 3)**

**CALL FOR CONTRIBUTIONS  
FOR THE POOL OF EU SECURITY SECTOR REFORM EXPERTS  
REQUIREMENTS AND INDICATIVE JOB DESCRIPTIONS FOR SSR EXPERTS**

**A. POOL COMPOSITION**

Field of expertise	<ul style="list-style-type: none"> <li>• Head of SSR team</li> <li>• Policy and strategy expert including democratic control</li> <li>• Defence expert</li> <li>• Intelligence expert</li> <li>• Criminal justice expert including penitentiary matters</li> <li>• Police expert</li> <li>• Border management/customs expert</li> <li>• Public finance expert</li> <li>• Civil society expert</li> </ul>
--------------------	--

**B. GENERAL REQUIREMENTS FOR ALL EXPERTS**

**Citizenship** – Citizen of a Member State of the European Union (EU) and enjoying full rights as a citizen.

**International Experience** – International experience working in cooperation with international organizations, particularly in crisis areas with an understanding of the political, social, cultural and legal conditions.

**Integrity** – The participants must maintain the highest standards of personal integrity, impartiality and self-discipline. Participants are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information related to their work as a SSR expert. The participants shall carry out their duties and act in the interest of the European Union.

**Negotiation Skills** – The participants must have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment. The participants must have high quality decision-making and communication skills and ability to lead and motivate staff.

**Flexibility and adaptability** – The participants must be able to work in arduous conditions with a limited network of support and must be able to cope with extended separation from family and usual environment.

**Physical and mental health** – The participants must be physically fit and in good health without any physical or mental problems or substance dependency which can impair operational performance on a mission.

**Ability to communicate** – SSR experts must be fluent in written and oral English or French or both languages. Report writing skills are especially needed. Ability to draft clearly and concisely substantive memos.

**Technological Awareness** – Good computer skills, including proficiency in word processing, spreadsheets, and presentation software.

**C. SPECIFIC REQUIREMENTS FOR ALL EXPERTS**

**Knowledge of the EU Institutions** – To have knowledge of the EU Institutions and international standards, particularly related to the Common Foreign and Security Policy, including the European Security and Defence Policy, as well of relevant EC external policies.

**Field experience** – International experience at the field level is required. Experience in post conflict and fragile states or having participated in other related SSR activities in "situ" is recommendable.

**Knowledge of the Security Sector reform concept** – Be familiar with the SSR terminology, methodology and approaches.

**Linguistic aptitude** – Knowledge of other languages is an advantage. While selecting for a concrete SSR team, knowledge of local language will be an asset.

**Availability for training** – Should be available to participate in trainings relevant on the Joint EU SSR approach and sharing of experience as agreed in the doc. 14576/1/08 of 21 October 2008.

**Professionalism**

- Analytical skills and ability to understand the complex inter-relations between different substantive components of a security sector reform mission.

- Ability to identify problems, i.e. political, ethnic, racial, social, economic, etc causing civil unrest in a country or geographic area.
- Skills in developing sources for data collection; very good knowledge of institutional mandates, policies and guidelines.
- Demonstrated ability to complete in-depth studies and to formulate conclusions and/or recommendations.
- Strong organisational and managerial skills, ability to work under pressure within short deadlines and to manage multiple tasks and unexpected demands in a high-stress work environment.
- Commitment to implementing the goal of gender equality by ensuring the equal participation of women and men in all aspects of the SSR missions; demonstrate ability for incorporating gender perspectives into substantive work; commitment to the goal of achieving gender balance in staffing. Promote gender equality as an integral aspect of SSR processes.

#### **D. DOCUMENTS AND REQUIREMENTS**

**Passport** – Expert must have a valid passport. A service/diplomatic passport is advisable.

**Security Clearance** – To have or obtain a national security clearance "EU SECRET" level or equivalent, when it is required.

**Certificate/Booklet of vaccination** – To be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunizations received.

**Medical Certificate** – To be in possession of a valid certificate declaring in good health and fit to travel.

**Driver License** – Be in possession of a valid civilian driver license for motor vehicles, willing to obtain or be in possession of international driving license. (Category B or equivalent and able to drive a 4 wheel drive vehicle).

#### **E. MINIMUM REQUIREMENTS AND GENERIC AND INDICATIVE JOB DESCRIPTIONS FOR EACH PROFILE**

The following indicative profiles are drawn up based on the scope of work as expert in the field of Security Sector Reform.

##### **CRIMINAL JUSTICE EXPERT INCLUDING PENITENTIARY MATTERS**

###### **Qualifications and Experience**

- Significant and relevant professional experience from developing legislative framework and judicial institutions in a Member State including penitentiary matters or/and in a developmental, transitional or post-conflict situation.
- Experience of managing judicial or penitentiary institutions including on ministerial or local level desirable.
- Good knowledge of judicial reform process and the functions and practices of civil/criminal procedures including criminal investigation and prosecution.
- Experience working as a Judge, Public Prosecutor or Criminal/Police Investigator, Administrator, Ombudsman officer, etc desirable.
- Knowledge of relevant planning and strategy work from the areas of judicial administration.
- Ability to develop and maintain effective work relationships with different national and cultural backgrounds with sensitivity and respect for diversity.

###### **If deployed, the expert could be entrusted with the following responsibilities and tasks**

- To address the basic administration of justice functions at central level including necessary institutional, administrative and legislative measures to be initiated.
- To address the basic substantial and procedural legislation, including the immediate operational needs of the judiciary and the prosecution service to resume their functions respecting international standards.
- To map and analyse all the justice institutions, the actors (justice providers) the capacity and quality of governance of institutions and the history of justice provision in the Country, and to consider the independence of judiciary.
- To analyse the perceptions and experiences of local people with justice institutions.
- To advise on the concepts and strategies, in particular focusing the overall reform process for all relevant stakeholders within the justice sector, including the establishment of a mechanism for co-ordination and priority setting for the justice reform and also focusing the restructuring of courts and judiciary, recruitment of judges, judicial training, disciplinary procedures and other measures aimed at the effectiveness and independence of the judicial system.
- To provide strategic input into the reform of civil and/or criminal procedures and restructuring relevant judicial or investigative institutions and bodies.
- To study, assess, prepare and propose conceptual, operational and management decisions relating to ESDP mission planning and mission build-up.
- To participate to the development of strategies and to support measures against corruption in the administration of justice, and in particular within judiciary or prosecution service.
- To prepare summaries and reports concerning relevant, constitutional, legislative and judicial issues.
- To establish contacts with relevant local authorities, government officials, judges, legal professionals and other international actors or non-governmental organizations involved in rule of law issues.

**CALL FOR CONTRIBUTIONS**  
**FOR THE POOL OF EU SECURITY SECTOR REFORM EXPERTS**

**APPLICATION FORM FOR SSR EXPERTS**

**Instructions:** Please fill in the application electronically and answer each question clearly and completely as only fully completed forms will be considered. Do not delete any questions from the form.

**PLEASE SUBMIT THE COMPLETED FORM AS MS WORD-DOCUMENT.**

**NOMINATION DETAILS**

Submitted by (Nominating Authority)
<i>Indicate profiles applied for by ticking the relevant box - you can apply for more than one profile.</i>
<input type="checkbox"/> Head of SSR team <input type="checkbox"/> Policy and strategy expert including democratic control <input type="checkbox"/> Defence expert <input type="checkbox"/> Intelligence expert <input type="checkbox"/> Criminal justice expert including penitentiary matters <input type="checkbox"/> Police expert <input type="checkbox"/> Border management/customs expert <input type="checkbox"/> Public finance expert <input type="checkbox"/> Civil society expert

**A - PERSONAL DATA**

Family name	First name	Passport/ ID number	
Date of birth (dd/mm/yyyy)	Place of birth	Country of birth	Gender (F/M)
Present nationality	Do you have multiple nationalities? <input type="checkbox"/> Yes, <input type="checkbox"/> No	Other nationality	Blood type

**Postal address (or where you can be reached)**

E-mail	Street	Zip/Postcode
Town/City	County/State/Province	Country

**Other information**

Driving licence <input type="checkbox"/> Yes, category (A, B, C etc.)	Do you currently hold valid EU security clearance <input type="checkbox"/> Yes, at level
Do you currently hold security clearance for another institution? What institution and what level? <input type="checkbox"/> Yes, (name of the institution) , at level	



**B - EDUCATION AND PROFESSIONAL TRAINING**

*Give full details of the most recent relevant degree/diploma achieved. Include courses and post-graduate studies which are an asset for your application.*

Name of institution/ university, place and country	Degrees/Qualifications obtained (Title of qualification awarded)	Main course/Field of study	Attended (mm/yy) from/to	

Please specify any specific training that you have attended in the following areas (activity, location, date (from/to):

- Security Sector Reform
- European Union external policies (Common Foreign and Security Policy and EC external policies)

**C - PROFESSIONAL EXPERIENCE - GENERAL DESCRIPTION**

*Please provide a general description of your professional qualifications and experience and how these match the profile(s) you have applied for:*

**D - EMPLOYMENT RECORD**

*Starting with your current position, list in reverse chronological order relevant professional positions held, including positions held in the field. Include information on any relevant stay/deployment abroad longer than 1 Month during the positions held. Distinct from any specific sector experience. please indicate any experience working specifically on Security Sector Reform. Use a separate block for each position.*

Organisation/department, place and country:

Post held:	Dates (mm/yy) from-to:
------------	------------------------

Description of duties and responsibilities (provide main areas, type of business and whether the experience was acquired at managerial, supervisory (also the number of personnel supervised), expert or technical/skilled level):

**Previous relevant position (1)**

Organisation/department, place and country:	
Post held:	Dates (mm/yy) from-to:
Description of duties and responsibilities ( <i>provide main areas, type of business and whether the experience was acquired at managerial, supervisory (also the number of personnel supervised), expert or technical/skilled level</i> ):	

**Previous relevant position (2)**

Organisation/department, place and country:	
Post held:	Dates (mm/yy) from-to:
Description of duties and responsibilities ( <i>provide main areas, type of business and whether the experience was acquired at managerial, supervisory (also the number of personnel supervised), expert or technical/skilled level</i> ):	

**Previous relevant position (3)**

Organisation/department, place and country:	
Post held:	Dates (mm/yy) from-to:
Description of duties and responsibilities ( <i>provide main areas, type of business and whether the experience was acquired at managerial, supervisory (also the number of personnel supervised), expert or technical/skilled level</i> ):	

**Previous relevant position (4)**

Organisation/department, place and country:	
Post held:	Dates (mm/yy) from-to:
Description of duties and responsibilities ( <i>provide main areas, type of business and whether the experience was acquired at managerial, supervisory (also the number of personnel supervised), expert or technical/skilled level</i> ):	

**Other relevant professional activity**

Position held	Organisation, place and country	Date (mm yy)	
		from	to

**E - OTHER SKILLS**

**Language skills**

**Computer skills**

<i>Language and level of proficiency: A = professional fluency, B = working knowledge, C = limited knowledge</i>					<i>Ability to operate the following applications: A = Excellent; B = Good; C = Limited</i>	
Mother tongue					Word processing	
Other languages	Speaking	Writing	Reading	Under- standing	Web Browser/E-mail/ Calendar	
					Briefing/Presentations	
					Spreadsheet	
					Project management	
					Other:	

**F - ADDITIONAL INFORMATION**

Are you a member of the Civilian Response Teams (CRT) ? <input type="checkbox"/> Yes. <input type="checkbox"/> No
Have you ever been convicted or sentenced in criminal proceedings (excluding minor traffic violations)? If "yes", please submit full details of each case in an attached statement. <input type="checkbox"/> Yes. <input type="checkbox"/> No

<p>By submitting this application form, I certify that:</p> <ul style="list-style-type: none"> <li>- I am in excellent physical condition with no chronic health problems that limit my physical activity.</li> <li>- I am free of any disease or health condition that may prevent carrying out my field assignment or may pose a threat to the health of others.</li> <li>- I am free of any disabilities which may limit my undertaking field work.</li> <li>- The statements made by me in answer to the questions in this form are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on the Application Form will result in the application being void and exclusion from the pool of experts.</li> </ul>		
Place	Date	Signature (typed name is sufficient)

**Please submit the completed form as a MS Word-document.**

## Call for Contributions

### For the Pool of EU Security Sector Reform experts

#### Information for candidates

##### **Background**

In order to increase its capacities in the field of Security Sector Reform (SSR), the Council of the European Union has decided to establish a pool of EU SSR experts coming from Member States, the European Commission and the General Secretariat of the Council<sup>1</sup>. Once established, the pool will consist of experts in different domains, i.e. general SSR experts and sector experts.

The different profiles are set out in an Annex to the application form.

##### **Use of the experts**

If you are selected for the pool of experts, your expertise could inter alia be required for:

- contributing to carrying out SSR assessments and audits;
- contributing to the planning of SSR actions;
- temporary deployment in EU missions;
- contributing to development of the European Union concepts in relation to SSR.

Such tasks are always carried out under the responsibility and leadership of officials from the General Secretariat of the Council and/or the Commission or, if in a mission, the Head of Mission.

Tasks in relation to assessments, planning and missions will typically involve deployment in the field. Before such deployment of experts, a call for deployment is sent out to your Member State or Institution containing more detailed information on tasks to be carried out, duration etc. This will be circulated internally according to the procedures of the Member State or Institution in question. Nominations for deployment must go through your Member State or Institution.

Being in the pool of experts also means that you will be invited to participate in targeted training activities and related activities (seminars) where you will have the chance to network and share experiences with other experts.

Experts in the pool should in principle be available for training activities and deployment.

##### **Pool of experts database**

---

<sup>1</sup> Cf. the framework concept "Security Sector Reform – draft document on deployable European expert teams" approved by the Council on 20 November 2008.

For the purposes of using the experts as foreseen by the Council in establishing the pool of experts, it has also been decided to establish a database with the details of the experts. This will in particular allow for identification of relevant expertise in the pool in case of deployment.

This database will contain inter alia the following information concerning each expert:

- Name, gender and Member State/Institution;
- Indication of the expert profile(s) ;
- Language skills and country/region profile;
- Application and accompanying CV (is part of the application form).

As agreed by Member States, special rules are to be applied for Intelligence and Justice experts in relation to sensitive data. It is up to your Member State/Institution to communicate any such constraints in relation to your specific application. If you have any concerns, please contact your Member State or Institution.

The General Secretariat of the Council, CMPD, will be responsible for managing the database. Access to data will be restricted to a very limited number of staff of the Secretariat on a need to know basis and will only be used for the purposes of administration of the pool of experts, including in the context of deployment and training. Staff of relevant Commission services could, as appropriate, be granted access to the data in accordance with arrangements to be established. Data will only be kept as long as an expert is member of the pool.

According to Regulation 45/2001<sup>2</sup> that governs the processing of data by the EU Institutions, persons who have their personnel data stored by an Institution have the right to access their own data, and to rectify the data. Further, in order to safeguard their rights, they have a right of recourse at any time to the independent European Data Protection Supervisor referred to in Regulation 45/2001.

### **Additional information**

If you need additional information, please contact your Member State or Institution. They can also provide you with all relevant documentation on the pool of experts.

**Crisis Management and Planning Directorate (CMPD)  
General Secretariat of the Council of the European Union**

---

<sup>2</sup> Regulation (EC) No 45/2001 of the European Parliament and the Council of 18 December 2000, OJ L 8, 12.1.2001.