

## Training of Civilian Experts for Deployment in International Peace Operations

### ***SPECIALISATION COURSE ON MISSION MANAGEMENT, ADMINISTRATION & SUPPORT***

<b><i>DAY 1: Sunday</i></b>	
<i>Until 18.00</i>	<i>Travel to Berlin, Check-in</i>
18.30	<b>Welcome &amp; Introduction of Participants</b> <i>Briefing on Evaluation &amp; Assessment Procedures</i>
20.00	<i>Dinner</i>
<b><i>DAY 2: Monday</i></b>	
09.00 - 10.30	<b>Civilian Crisis Management of the EU</b> <i>Strategies, Structures and Operations in the Field</i>
	<i>Coffee Break</i>
10.45 - 12.30	<b>Ensuring Coherence of EU External Action</b> <i>EU Actors and EU interactions</i>
	<i>Lunch</i>
13.30 - 15.00	<b>Cross-Cultural Interaction in Crisis Management Operations - I</b> <i>Cultural Awareness and Competence</i>
	<i>Coffee Break</i>
15.15 - 17.00	<b>Cross-Cultural Interaction in Crisis Management Operations - II</b> <i>Working with International &amp; National Staff</i>
	<i>Coffee Break</i>
17.15 - 18.30	<b>Cross-Cultural Interaction in Crisis Management Operations - III</b> <i>Communication and Leadership – Case Studies</i>
19.30	<i>Dinner</i>

<b>DAY 3: Tuesday</b>	
09.00 - 11.00	<b>EU Crisis Management: Tools and Procedures</b> EU's Institutional Structures and Procedures Decision-Making Processes and Mission Planning
	<i>Coffee Break</i>
11.15 - 13.00	<b>Planning a Field Operation</b> Fact Finding & Assessment Missions Institutional Limitations and Obstacles
	<i>Lunch</i>
14.00 - 16.00	<b>Mission Build-up</b> ESDP Command Structures, Administration, Logistics, Staffing and Budget
	<i>Coffee Break</i>
16.15 - 18.15	<b>Mission Build-up: Case Study</b>
	<i>Coffee Break</i>
18.30 - 19.00	<b>EUFOR in the DRC (Congo)</b>
	<i>Dinner</i>
20.00	Video: The Peacekeepers
<b>DAY 4: Wednesday</b>	
08.45	<i>Daily Debriefing</i>
09.00 - 10.30	<b>Lessons Learned from EU JUST THEMIS, Georgia</b> Co-ordination and Co-operation with Internal and External Actors in the Field
	<i>Coffee Break</i>
11.15 - 13.00	<b>EU Interpillar Cooperation in the Field</b> EU Border Assistance Mission to Moldova & Ukraine, EU Special Representative for Moldova
	<i>Lunch</i>
14.00 - 15.30	<b>EU JUST LEX – EU Intergrated Rule of Law Mission for Iraq</b> EU Crisis Management in challenging Environments
	<i>Coffee Break</i>
15.45 - 17.15	<b>Management Functions and Leadership Skills</b> Decision-making Processes and Dynamics in Crisis Management and Peace-Building Operations, Measuring the Success & Exit Strategies
17.15 - 18.00	<b>Co-ordination and Co-operation with other internal and external Actors in the Field</b>
18.00 - 18.30	<b>Introduction to Task Force Exercise</b> Planning of the EU Mission to Carana
19.00	<i>Dinner</i>

20.00	Video: Private Warriors – Private Security Contractors in Iraq
<b>DAY5: Thursday</b>	
08.45	Daily Debriefing
09.00 - 11.00	<b>Staff Management in Field Operations - I</b> Supplying Human Resources – Recruitment through Secondment and Contracting, Rapid Deployment and Staff Alert
	<i>Coffee Break</i>
11.15 - 13.00	<b>Staff Management in Field Operations - II</b> Recruitment and Expertise Requirements for EU Field Operations
	<i>Lunch</i>
14.00 - 15.30	<b>Staff Management in Field Operations - III</b> Team Development and Management of International and National Staff
	<i>Coffee Break</i>
15.45 - 17.15	<b>Training of National and International Staff</b> Capacity Building, Performance Improvement, Evaluation & Assessment
	<i>Coffee Break</i>
17.30 - 19.00	<b>Staff Management in Field Operations - IV</b> Standard Operational Procedures, Code of Conduct and Chain of Command
19.30	<i>Dinner</i>
<b>DAY 6: Friday</b>	
08.45	<i>Daily Debriefing</i>
09.00 - 11.00	<b>Press and Public Information - I</b> Public Information in Peace-keeping Mission
	<i>Coffee Break</i>
11.15 - 13.00	<b>Press and Public Information - II</b> Establishment of Relations with the International and National Media
	<i>Lunch</i>
14.00 - 15.30	<b>Funding and Budgeting of EU Field Operations</b>
	<i>Coffee Break</i>
15.45 - 17.15	<b>Reality on the Ground: Administration in EU Field Operations</b> Planning and Working within EU Procedures and Guidelines
	<i>Coffee Break</i>
17.30 - 18.30	<b>Reporting, Information Flow and Chain of Command</b> Bridging the Gap between Headquarter and Field
19.30	<i>Dinner</i>

<b>DAY 7: Saturday</b>	
08.45	<i>Daily Debriefing</i>
9.00 - 11.00	<b>Project Management in Civilian Crisis Operations I</b> General Introduction to PM in Crisis Operations
	<i>Coffee Break</i>
11.15 - 14.00	<b>Project Management in Civilian Crisis Operations II</b> General Introduction to PM in Crisis Operations
	<i>Lunch</i>
15.00	<i>Departure of Bus to Berlin – Afternoon off</i>
<b>DAY 8: Sunday</b>	
09.30	<i>Departure for guided tour and excursion to Berlin and Potsdam</i>
<b>DAY 9: Monday</b>	
08.00	<i>Departure to Off-Road Training Facility Teltow-Fläming</i>
09.00 - 13.00	<b>Security in International Crisis Operations I</b> Road Safety Measures & Use of 4x4 Vehicles
	<i>Coffee Break</i>
14.00 - 18.00	<b>Security in International Crisis Operations II</b> Mission Preparedness, Personal Security, Living Conditions in Field Missions, Checkpoints & Carjacking
	<i>Lunch</i>
18.00 - 19.00	<b>Debriefing</b>
	<i>Barbeque Dinner in the field</i>
appr. 22.00	<i>Return to the Akademie Berlin Schmöckwitz</i>
<b>DAY 10: Tuesday</b>	
08.45	<i>Daily Debriefing</i>
09.00 - 10.30	<b>Safety and Security in EU Field Operations</b>
	<i>Coffee Break</i>
10.45 - 12.30	<b>Operational Management of Field Missions - I</b> Logistics and Procurement
	<i>Lunch</i>
14.00 - 15.30	<b>Operational Management of Field Missions - II</b> Transport and Building Management, IT and Communications
	<i>Coffee Break</i>
15.45 - 17.00	<b>Operational Management of Field Missions - III</b>

	Contracting and Insurances, The Operations Center – Lifeline to the Field
	<i>Coffee Break</i>
17.15 - 18.30	<b>Operational Support in Civilian Crisis Management Operations of the EU</b>
19.30	<i>Dinner</i>
<b>DAY 11: Wednesday</b>	
08.45	<i>Daily Debriefing</i>
09.00 - 13.30	<b>Simulation Exercise: Fact-Finding and Assessment</b>
	<i>Lunch</i>
15.00 - 17.30	<b>Compilation of Factfinding Data on Carana Exercise</b> Preparation of OPLAN for EU Mission to Carana - Group Work
	<i>Coffee Break</i>
17.45 - 18.30	<b>Q &amp; A: Open Questions Session on Exercise</b>
19.30	<i>Dinner</i>
<b>DAY 12: Thursday</b>	
09.00 - 13.00	<b>Task Force: EU Mission to Carana</b> Presentation of Results and Discussion
	<i>Lunch</i>
14.00 - 15.30	<b>Stress Management in Crisis Operations - I</b> Burn-out and Mission Creep: Challenges of Working in Post-Conflict Scenarios
	<i>Coffee Break</i>
15.45 - 17.30	<b>Stress Management in Crisis Operations - II</b> Preventive Measures & Stress Relief Techniques and Medical Support
20.00	<i>Farewell Dinner &amp; Party</i>
<b>DAY 13: Friday</b>	
09.30 - 11.00	<b>“How to get into a Mission”: Jobs with the EU &amp; other IOs</b>
11.00 - 12.00	<b>Assessment &amp; Opportunity for Individual Debriefings</b>
12.00 - 12.30	<b>Hand-over of Certificates</b>
	<i>Lunch</i>
13.30 - 14.30	<b>Closing Session</b> Evaluation and Feedback
	<i>Final Coffee</i>
15.00	<i>Departure</i>