

# Overview of Organisation Responsibilities

	Sending Org	Hosting Org	Trainer
<b>Certification Process</b>			
Submit application	X	X	
Submit 3 references		X	
Reply within 6 months			
Inform about legal changes to org	X	X	
Recertification after 3 years	X	X	
<b>Candidate Selection Process</b>			
Announces vacancy on EUAV platform	X		
Decides candidate long list	X		
Decides candidate short list	X	X	
Candidate interview & shortlist decision	X	†	
Final decision on candidate		X	
Inform candidate	X		
Design standardised training			X
Mission-specific training plan	X	*	X
Conduct training			X
<b>Candidate Inductions</b>			
Induction plan	X	X	
Pre-deployment induction	X		
In-country induction		X	
Joint induction	†	†	
Field office info	X		
Junior professional apprenticeship	X		
Apprenticeship assessment	X	*	
Pre-deployment medical assessment	X		
Pre-deployment security briefing	X		
Security briefing within 24h of arrival		X	
<b>Contract with EUAV</b>			
Final confirmation of eligibility	X	*	
Writing contract	X	*	
Sign contract	X		
Enter details into database on EUAV platform	X		

## Legend

X	Responsibility
	No responsibility
*	Consultative
†	Where applicable

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	Sending Org	Hosting Org	Trainer
<b>In the Field</b>			
Induction		X	
Performance management & objectives	X	X	
Assign line manager		X	
Mid-term review	X	X	
Post-review termination of employment	*	X	
Retention and entering into database of review	X		
Designate support contact for EUAV	X		
Designate mentor for EUAV		X	
Support mentor	X		
<b>Outside the Field</b>			
Notify Field Office about EUAVs to be deployed	X		
Notify MS about EUAVs to be deployed	X		
Ascertain consular protection for non-Union citizens	X		
<b>Conditions</b>			
Define working conditions	X	X	
Propose working conditions		X	
Assess proposed working conditions	X		
Responsibility for safe working conditions	X	X	
Pay EUAV subsistence	X		
Provide accommodation, including costs	*	X	
Provide travel to/from field, including costs	X		
Security procedures/risk assessment	X		
Security and evacuation plan/ risk assessment	X	X	
Ensure insurance coverage	X		
<b>After Deployment</b>			
Define debrief	X	X	
Carry out debrief		X	
Post-debrief follow up and training	X		
Medical/psych exam of EUAV	X		
Longitudinal engagement	X	X	
Resettlement allowance	X		

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