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European Union

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CIVCOM 151
COPS 131
PESC 288
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RELEX 204

DECLASSIFICATION

of document: 7192/11 RESTREINT UE

dated: 3 March 2011

new status: Public

Subject: Civilian CSDP missions reporting – revised OPLAN annexes on reporting

Delegations will find attached the declassified version of the above document.

The text of this document is identical to the previous version.

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**COUNCIL OF
THE EUROPEAN UNION**

Brussels, 3 March 2011

7192/11

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CIVCOM 151

COPS 131

PESC 288

COSDP 214

RELEX 204

COVER NOTE

From :	European External Action Service
To :	Political and Security Committee
Subject :	Civilian CSDP missions reporting – revised OPLAN annexes on reporting

In view of the meeting on 8 March 2011, delegations will find attached EEAS document CPCC 2048/11 regarding revised OPLAN annexes on reporting procedures for the civilian CSDP Missions.

Encl. EEAS document CPCC 2048/11

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EUROPEAN EXTERNAL ACTION SERVICE



Civilian Planning and Conduct Capability – CPCC

Brussels, 3 March 2011

CPCC 2048/11
(st 7192/11)

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COPS
PESC
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NOTE

From: European External Action Service
To: General Secretariat of the Council
Subject: Civilian CSDP missions reporting –revised OPLAN annexes on reporting

The General Secretariat of the Council will find attached the EEAS document CPCC 2048/11 regarding the Civilian CSDP missions reporting –revised OPLAN annexes on reporting, for further distribution.

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EUPM BiH

ANNEX M

REPORTING PROCEDURES AND INFORMATION EXCHANGE

1. GUIDELINES

The Head of Mission reports through the Civilian Operations Commander to the High Representative and PSC. Adequate level of reporting to PSC shall be ensured in order to allow it to provide political control and strategic direction. Member States (MS) and contributing Third States will have access to Special reports and Incident reports which will be forwarded on a case-by-case basis as they are produced, in accordance with existing Council Security Regulations. Regular reports such as the Monthly Assessment Reports (MAR) and the Six-Monthly Reports (SMR) will be systematically forwarded by the HR to MS through the PSC delegation or the CIVCOM delegation (and RELEX Counsellors Working Party for the SMR), the EUSR, EU delegations, contributing Third States and the Commission. This annex to the OPLAN does not include any reporting related to the Head of Mission's contractual obligations to the Commission.

Contents: Mission reports will be precise and concise in relation to the subject matter and will contain, as appropriate, a separate assessment on the Mission aims and achievements, based inter alia on performance indicators, with recommendations, as appropriate, of the signing authority.

Classification: Mission reports will be classified according to applicable Security regulations¹.

Formats and labelling: The Mission must follow the reporting guidelines and the use of templates as issued by the Mission and within the framework provided by the Civilian Operations Commander's directives on the subject.

The standardised format and labelling of reports should be as follows:

- Classification;

¹ At present: Annex to the Council Decision 2001/264/EC on the Council's Security Regulations.

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- "Mission title";
- "ROUTINE" or "SPECIAL" or "INCIDENT REPORT" marker;
- category, e.g. "SPEREP No x";
- date and hour;
- covering period.

Communication system / transmission: The internal report chain will follow the chain of command. All Mission reports must be addressed to the CPCC and sent to the WKC who will transmit them to the CPCC for further distribution. Reports will be forwarded by appropriate technical means to ensure secure and timely transmission. EU Classified reports and transmissions will be sent via authorised secure facilities. Non-classified reports will be transmitted by data transmission facilities.

When sending SPECREP and INCREP, the Mission must contact by telephone the WKC asking confirmation and receipt.

Standard distribution lists will be established for the Mission and kept up to date by the CPCC.

2. REPORTS

The reporting system is expected to provide adequate, relevant and structured information and analysis to the chain of command, Member States, contributing Third States, the EUSR and the Commission on the Mission's progress and achievements along the lines of benchmarks/ performance indicators where agreed in this OPLAN. The following chart sets out standard Mission reporting requirements as well as frequencies:

REPORT	Frequency
Monthly Assessment Report (MAR), including PERSREP (Personnel Report) and ADMINREP (Administrative)	Monthly
Six Monthly Report (SMR)	Every six months
Special Report (SPEREP)	As Required
Incident Report (INCREP)	As Required
Mission Analytical Capability (MAC) Report	As Required

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The MAC also contributes to relevant sections of periodic Mission reports.

On a weekly basis and on a standard format, the Mission will also provide limited elements of information in view of the production by the WKC of the Weekly Operations Summary (WOS). The information will cover any significant events affecting the Mission, a state of play of the Mission significant activities, Head of Mission's comments, the security situation and Mission Staff Members data.

2.1 Monthly Assessment Report (MAR) (Routine Report)

Under the responsibility of the Head of Mission, the Mission will produce each month a Monthly Assessment Report (MAR).

The report will cover in an analytical way one calendar month and include an assessment of the Mission aims and achievements, the overall security situation in the host country and comments from an operational perspective including an assessment of results based on the benchmarking system of the Mission.

The MAR will also include a Personnel Report (PERSREP) and an Administrative Report (ADMINREP) covering the personnel and logistics / administrative situation of the Mission. The Administrative Report shall be submitted both to the Civilian Operations Commander and to the Commission. It should inform about the levels of expenditure, audits, if any, and about other issues in the field of administration and support such as procurement and equipment potentially available for other missions. This would also allow the HR and Commission to gain a broader view of the difficulties encountered by Missions and to contribute to finding horizontal solutions, as well as providing immediate support to the Head of Mission.

In principle, the MAR will be structured as follows:

- Executive summary;
- Overall assessment:
 - General situation

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- Mission activities
- Relations with HC authorities
- Relations with the other EU actors, other IC organizations and representatives
- Assessment of regional context
- Mission progress in each major Mission objective
 - Highlights of relevant activities
 - Analysis of progress towards achievement of major Mission objectives, taking into account developments and challenges
- Security assessment (including Medical aspects);
- Public outreach
 - Local coverage
 - International coverage
 - Visits to the Mission
- Month ahead
 - Upcoming Mission activities in the next month
 - Upcoming HC events and / or challenges
- Comments by Head of Mission;
- PERSREP;
- ADMINREP

The Administration report will include the following documents:

Annex A: Organigramme of the Mission

Appendix 1: Monthly Budget Reporting

Appendix 2: Treasury Forecast

Appendix 3: Procurement

Appendix 4: Major Equipment

2.2 Six-Monthly Report (SMR) (Routine Report)

Under the responsibility of the Head of Mission, the Mission will produce every six months a

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Six-Monthly Report (SMR).

The SMR aims at assessing the progress of the strategic and operational implementation of the Mission against agreed benchmarks / performance indicators and at identifying possible shortcomings / challenges which need to be addressed and adjusted.

It must be dense in substance and succinct in text and must not exceed 20 pages for its main body. Providing the chain of command with main trends and HoM analysis and HoM recommendations, the SMR informs the future decisions regarding the Mission, such as a possible review of the mandate, of structure, of resources, change in course of actions. It should also include lessons identified.

In principle, the SMR will be structured as follows:

- Executive summary;
- Political and security context;
- Analysis of progress against Mission priorities during the reporting period, including lessons identified, and of impact achieved including against benchmarks / performance indicators where agreed;
- Administration;
- Planning and objectives for the next six months;
- Comments by Head of Mission;
- Annex A Six Monthly Budget Consumption.

Those parts of the SMR as well as any annexes thereto containing information on administration and/or procurement shall be reviewed in cooperation with the Commission prior to the distribution to the working groups. The Commission shall present the relevant parts of the SMR to the Relex Counsellors' Working Party.

When distributed by the CPCC, the SMR will be accompanied by a cover note by the Civilian Operations Commander containing the Civilian Operations Commander's observations and recommendations.

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2.3 Special Report (SPEREP)

Under the responsibility of the Head of Mission, the Mission will produce Special Reports (SPEREP) as required. SPEREP can be drawn up at the Mission's own initiative or at the request of the CPCC or Member States.

The SPEREP aims at informing the chain of command on particular events / developments / issues that may have a particular effect on the Mission. It could also be a report on a relevant meeting held with host country authorities, for example.

In principle, the SPEREP will be structured as follows:

- Executive summary;
- Description of the developments / events / issues;
- Assessment of the developments / events / issues;
- Mission's actions and actions for the chain of command, as necessary.

2.4 Incident Report (INCREP)

Under the responsibility of the Head of Mission, the Mission will produce Incident Reports (INCREP) as required.

Any event which is time critical and could have serious implications on Mission operability including incidents related to safety or security of Mission Staff Members, premises, finance or equipment, must be immediately communicated and reported to the Chain of Command. In such cases, priority will be given to the rapid transmission of the information, and in any case no later than 12 hours after the occurrence of the incident. The INCREP will trigger the Emergency SOPs agreed between the WKC and the CPCC. In case of an incident having financial implications, the INCREP will be forwarded to the Commission without delay.

In principle, the INCREP will be structured as follows:

- Description of the incident;
- Assessment of the incident;

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- Action undertaken and effect on the Mission;
- Comments by Head of Mission.

3. COMMUNICATION CENTRE

The Communication Centre will be the effective link between the Mission management and all EUPM Staff Members at all locations, under all circumstances. The Communication Centre will ensure smooth and incessant flow of information among all EUPM Staff Members as deemed appropriate. The Communication Centre maintain functional information exchange links to all police organisations in Bosnia and Herzegovina and all other relevant national and international organisations in Bosnia and Herzegovina to ensure that the EUPM is provided with all necessary information at all times.

The Communication Centre is the recipient and dispatcher of all open-source and classified information. It operates on a permanent basis with 24 hours coverage, seven days a week throughout every day of the year. It will be permanently staffed with at least one international police officer and the appropriate number of national staff (Communication Centre Operators).

The Communication Centre is led by a Coordinator who reports to the Head of the Policy Office.

The Communication Centre will, inter alia, be responsible for

- collecting, processing and dispatching official information and all EUPM reports (both internally and externally);
providing a permanent source of information to all units and Mission Staff Members including security issues, road conditions, etc;
- being a point of contact in case of any incident involving EUPM Staff Members (road traffic accident, loss of documents or mobile phones, etc);
- interacting closely with all other functions of the Policy Office;
- maintaining regular contacts with the Strategic Advisory Unit and the Regional Offices with regard to operational developments;

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- ensuring constant monitoring of the overall situation in Bosnia and Herzegovina and the wider region by providing compilations of open source information and media;
- managing the encryption and decryption of sensitive documents.

4. REPORTING UNIT

The Reporting Unit will be responsible for preparing, drafting, editing of the following reports which are to be forwarded by the EUPM to the CPCC through the WKC in due time.

5. INFORMATION EXCHANGE

The Mission will actively seek and exchange information with:

- Relevant EU instruments and bodies, including the EU Delegation and EU Heads of Missions;
- Local authorities and counterparts;
- Other international community organisations;
- Civil society organisations / NGOs and the media, as appropriate.

Permanent procedures for such exchange of information should be set up by the HoM.

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EULEX Kosovo

ANNEX Q

REPORTING PROCEDURES AND INFORMATION EXCHANGE

1. GUIDELINES

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Classification: Mission reports will be classified according to applicable Security regulations².

Formats and labelling: The Mission must follow the reporting guidelines and the use of templates as issued by the Mission's Reporting Office within the Chief of Staff Office and within the framework provided by the Civilian Operations Commander's directives on the subject.

The standardised format and labelling of reports should be as follows:

² At present: Annex to the Council Decision 2001/264/EC on the Council's Security Regulations.

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- Classification;
- "Mission title";
- "ROUTINE" or "SPECIAL" or "INCIDENT REPORT" marker;
- category, e.g. "SPEREP No x";
- date and hour;
- covering period.

Communication system / transmission: The internal report chain will follow the chain of command. All Mission reports must be addressed to the CPCC and sent to the WKC who will transmit them to the CPCC for further distribution. Reports will be forwarded by appropriate technical means to ensure secure and timely transmission. EU Classified reports and transmissions will be sent via authorised secure facilities. Non-classified reports will be transmitted by data transmission facilities.

When sending SPECREP and INCREP, the Mission must contact by telephone the WKC asking confirmation and receipt.

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2. REPORTS

The reporting system is expected to provide adequate, relevant and structured information and analysis to the chain of command, Member States, contributing Third States, the EUSR and the Commission on the Mission's progress and achievements along the lines of benchmarks/performance indicators where agreed in this OPLAN. The following chart sets out standard Mission reporting requirements as well as frequencies:

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Incident Report (INCREP)	As Required
Mission Analytical Capability (MAC) Report	As Required

The MAC also contributes to relevant sections of periodic Mission reports.

On a weekly basis and on a standard format, the Mission will also provide limited elements of information in view of the production by the WKC of the Weekly Operations Summary (WOS). The information will cover any significant events affecting the Mission, a state of play of the Mission significant activities, Head of Mission's comments, the security situation and Mission Staff Members data.

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Commission. It should inform about the levels of expenditure, audits, if any, and about other issues in the field of administration and support such as procurement and equipment potentially available for other missions. This would also allow the HR and Commission to gain a broader view of the difficulties encountered by Missions and to contribute to finding horizontal solutions, as well as providing immediate support to the Head of Mission.

In principle, the MAR will be structured as follows:

- Executive summary;
- Overall assessment:
 - General situation;
 - Mission activities;
 - Relations with HC authorities;
 - Relations with the other EU actors, other IC organizations and representatives;
 - Assessment of regional context.
- Mission progress in each major Mission objective:
 - Highlights of relevant activities;
 - Analysis of progress towards achievement of major Mission objectives, taking into account developments and challenges.
- Security assessment (including Medical aspects);
- Public outreach:
 - Local coverage;
 - International coverage;
 - Visits to the Mission.
- Comments by Head of Mission;
- PERSREP;
- ADMINREP.

The Administration report will include the following documents:

Annex A: Organigramme of the Mission

Appendix 1: Monthly Budget Reporting

Appendix 2: Treasury Forecast

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Appendix 3: Procurement

Appendix 4: Major Equipment

- Month ahead
 - Upcoming Mission activities in the next month;
 - Upcoming HC events and / or challenges.

2.2 Six-Monthly Report (SMR) (Routine Report)

Under the responsibility of the Head of Mission, the Mission will produce every six months a Six-Monthly Report (SMR).

The SMR aims at assessing the progress of the strategic and operational implementation of the Mission against agreed benchmarks / performance indicators and at identifying possible shortcomings / challenges which need to be addressed and adjusted.

It must be dense in substance and succinct in text and must not exceed 20 pages for its main body. Providing the chain of command with main trends and HoM analysis and HoM recommendations, the SMR informs the future decisions regarding the Mission, such as a possible review of the mandate, of structure, of resources, change in course of actions. It should also include lessons identified.

In principle, the SMR will be structured as follows:

- Executive summary;
- Political and security context;
- Analysis of progress against Mission priorities during the reporting period, including lessons identified, and of impact achieved including against benchmarks / performance indicators where agreed;
- Administration;
- Planning and objectives for the next six months;
- Comments by Head of Mission;
- Annex A Six Monthly Budget Consumption.

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Those parts of the SMR as well as any annexes thereto containing information on administration and/or procurement shall be reviewed in cooperation with the Commission prior to the distribution to the working groups. The Commission shall present the relevant parts of the SMR to the Relex Counsellors' Working Party.

When distributed by the CPCC, the SMR will be accompanied by a cover note by the Civilian Operations Commander containing the Civilian Operations Commander's observations and recommendations.

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The SPEREP aims at informing the chain of command on particular events / developments / issues that may have a particular effect on the Mission. It could also be a report on a relevant meeting held with host country authorities, for example.

In principle, the SPEREP will be structured as follows:

- Executive summary;
- Description of the developments / events / issues;
- Assessment of the developments / events / issues;
- Mission's actions and actions for the chain of command, as necessary.

2.4 Incident Report (INCREP)

Under the responsibility of the Head of Mission, the Mission will produce Incident Reports (INCREP) as required.

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equipment, must be immediately communicated and reported to the Chain of Command. In such cases, priority will be given to the rapid transmission of the information, and in any case no later than 12 hours after the occurrence of the incident. The INCREP will trigger the Emergency SOPs agreed between the WKC and the CPCC. In case of an incident having financial implications, the INCREP will be forwarded to the Commission without delay.

In principle, the INCREP will be structured as follows:

- Description of the incident;
- Assessment of the incident;
- Action undertaken and effect on the Mission;
- Comments by Head of Mission.

3. INFORMATION EXCHANGE

The Mission will actively seek and exchange information with:

- Relevant EU instruments and bodies, including the EU Delegation and EU Heads of Missions;
- Local authorities and counterparts;
- Other international community organisations;
- Civil society organisations / NGOs and the media, as appropriate.

Permanent procedures for such exchange of information should be set up by the HoM.

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EUMM Georgia

ANNEX J

REPORTING PROCEDURES AND INFORMATION EXCHANGE

1. GUIDELINES

The Head of Mission reports through the Civilian Operations Commander to the High Representative and PSC. Adequate level of reporting to PSC shall be ensured in order to allow it to provide political control and strategic direction. Member States (MS) and contributing Third States will have access to Special reports and Incident reports which will be forwarded on a case-by-case basis as they are produced, in accordance with existing Council Security Regulations. Regular reports such as the Weekly Reports, the Monthly Assessment Reports (MAR) and the Six-Monthly Reports (SMR) will be systematically forwarded by the HR to MS through the PSC delegation or the CIVCOM delegation (and RELEX Counsellors Working Party for the SMR), the EUSR, EU delegations, contributing Third States and the Commission. This annex to the OPLAN does not include any reporting related to the Head of Mission's contractual obligations to the Commission.

Contents: Mission reports will be precise and concise in relation to the subject matter and will contain, as appropriate, a separate assessment on the Mission aims and achievements, based *inter alia* on performance indicators, with recommendations, as appropriate, of the signing authority.

Classification: Mission reports will be classified according to applicable Security regulations³.

Formats and labelling: The Mission must follow the reporting guidelines and the use of templates as issued by the Mission and within the framework provided by the Civilian Operations Commander's directives on the subject.

The standardised format and labelling of reports should be as follows:

³ At present: Annex to the Council Decision 2001/264/EC on the Council's Security Regulations.

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- Classification;
- "Mission title";
- "ROUTINE" or "SPECIAL" or "INCIDENT REPORT" marker;
- category, e.g. "SPEREP No x";
- date and hour;
- covering period.

Communication system / transmission: The internal report chain will follow the chain of command. All Mission reports must be addressed to the CPCC and sent to the WKC who will transmit them to the CPCC for further distribution. Reports will be forwarded by appropriate technical means to ensure secure and timely transmission. EU Classified reports and transmissions will be sent via authorised secure facilities. Non-classified reports will be transmitted by data transmission facilities.

When sending SPECREP and INCREP, the Mission must contact by telephone the WKC asking confirmation and receipt.

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2. REPORTS

The reporting system is expected to provide adequate, relevant and structured information and analysis to the chain of command, Member States, contributing Third States, the EUSR and the Commission on the Mission's progress and achievements along the lines of benchmarks/ performance indicators where agreed in this OPLAN. The following chart sets out standard Mission reporting requirements as well as frequencies:

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REPORT	Frequency
Weekly Report (WR)	Every week
Monthly Assessment Report (MAR), including PERSREP (Personnel Report) and ADMINREP (Administrative)	Monthly
Six Monthly Report (SMR)	Every six months
Special Report (SPEREP)	As Required
Incident Report (INCREP)	As Required
Mission Analytical Capability (MAC) Report	As Required

The MAC also contributes to relevant sections of periodic Mission reports.

2.1 Weekly Report (WR)

Under the responsibility of the Head of Mission, the Mission will produce each week a Weekly Report (WR).

The WR is more descriptive than analytical. The WR will provide a short and clear picture of the state of play and a summary of the information obtained in the previous week. It will include, *inter alia*, a statement on significant mission activities, the overall situation, the security situation, participation in and results from important meetings and significant operational conclusions. The WR should also include an analysis of possible future events and potential critical issues for the coming fortnight. The WKC / CPCC SOP on Civilian CSDP Missions Alerting Reporting of June 2009 stipulates that a weekly security report, using the template provided by CSO, shall be completed fully by the Mission (SMSO / MSO) and be attached to the WR.

The WR will be used to produce the WKC Weekly Operational Summary.

In principle, the WR will be structured as follows:

WR (indicative length: up to five pages excluding annexes)

- Executive Summary;

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- Significant mission activities;
 - External activities
 - Internal activities
- Media;
- Political update;
- Activity forecast next week;
- Comments by HoM.

Annex I: HoM's agenda

Annex II: List of main events and meetings

Annex III: Weekly security report

Annex IV: Actions for CPCC

Annex V: List of abbreviations

2.2 Monthly Assessment Report (MAR) (Routine Report)

Under the responsibility of the Head of Mission, the Mission will produce each month a Monthly Assessment Report (MAR).

The report will cover in an analytical way one calendar month and include an assessment of the Mission aims and achievements, the overall security situation in the host country and comments from an operational perspective including an assessment of results based on the benchmarking system of the Mission.

The MAR will also include a Personnel Report (PERSREP) and an Administrative Report (ADMINREP) covering the personnel and logistics / administrative situation of the Mission. The Administrative Report shall be submitted both to the Civilian Operations Commander and to the Commission. It should inform about the levels of expenditure, audits, if any, and about other issues in the field of administration and support such as procurement and equipment potentially available for other missions. This would also allow the HR and Commission to gain a broader view of the difficulties encountered by Missions and to contribute to finding horizontal solutions, as well as providing immediate support to the Head of Mission.

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- Executive summary;
 - Overall assessment:
 - General situation;
 - Mission activities;
 - Relations with HC authorities;
 - Relations with the other EU actors, other IC organizations and representatives;
 - Assessment of regional context.
 - Mission progress in each major Mission objective:
 - Highlights of relevant activities;
 - Analysis of progress towards achievement of major Mission objectives, taking into account developments and challenges.
 - Security assessment (including Medical aspects);
 - Public outreach:
 - Local coverage;
 - International coverage;
 - Visits to the Mission.
 - Comments by Head of Mission;
 - PERSREP;
 - ADMINREP.
- The Administration report will include the following documents:
- Annex A: Organigramme of the Mission
 - Appendix 1: Monthly Budget Reporting
 - Appendix 2: Treasury Forecast
 - Appendix 3: Procurement
 - Appendix 4: Major Equipment
- Month ahead:
 - Upcoming Mission activities in the next month;
 - Upcoming HC events and / or challenges.

2.3 Six-Monthly Report (SMR) (Routine Report)

Under the responsibility of the Head of Mission, the Mission will produce every six months a Six-Monthly Report (SMR).

The SMR aims at assessing the progress of the strategic and operational implementation of the Mission against agreed benchmarks / performance indicators and at identifying possible shortcomings / challenges which need to be addressed and adjusted.

It must be dense in substance and succinct in text and must not exceed 20 pages for its main body. Providing the chain of command with main trends and HoM analysis and HoM recommendations, the SMR informs the future decisions regarding the Mission, such as a possible review of the mandate, of structure, of resources, change in course of actions. It should also include lessons identified.

In principle, the SMR will be structured as follows:

- Executive summary;
- Political and security context;
- Analysis of progress against Mission priorities during the reporting period, including lessons identified, and of impact achieved including against benchmarks / performance indicators where agreed;
- Administration;
- Planning and objectives for the next six months;
- Comments by Head of Mission;
- Annex A Six Monthly Budget Consumption.

Those parts of the SMR as well as any annexes thereto containing information on administration and/or procurement shall be reviewed in cooperation with the Commission prior to the distribution to the working groups. The Commission shall present the relevant parts of the SMR to the Relex

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Counsellors' Working Party.

When distributed by the CPCC, the SMR will be accompanied by a cover note by the Civilian Operations Commander containing the Civilian Operations Commander's observations and recommendations.

2.4 Special Report (SPEREP)

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The SPEREP aims at informing the chain of command on particular events / developments / issues that may have a particular effect on the Mission. It could also be a report on a relevant meeting held with host country authorities, for example.

In principle, the SPEREP will be structured as follows:

- Executive summary;
- Description of the developments / events / issues;
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2.5 Incident Report (INCREP)

Under the responsibility of the Head of Mission, the Mission will produce Incident Reports (INCREP) as required.

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cases, priority will be given to the rapid transmission of the information, and in any case no later than 12 hours after the occurrence of the incident. The INCREP will trigger the Emergency SOPs agreed between the WKC and the CPCC. In case of an incident having financial implications, the INCREP will be forwarded to the Commission without delay.

In principle, the INCREP will be structured as follows:

- Description of the incident;
- Assessment of the incident;
- Action undertaken and effect on the Mission;
- Comments by Head of Mission.

3. INFORMATION EXCHANGE

The Mission will actively seek and exchange information with:

- Relevant EU instruments and bodies, including the EU Delegation and EU Heads of Missions;
- Local authorities and counterparts;
- Other international community organisations;
- Civil society organisations / NGOs and the media, as appropriate.

Permanent procedures for such exchange of information should be set up by the HoM.

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ANNEX R

REPORTING PROCEDURES AND INFORMATION EXCHANGE

1. GUIDELINES

The Head of Mission reports through the Civilian Operations Commander to the High Representative and PSC. Adequate level of reporting to PSC shall be ensured in order to allow it to provide political control and strategic direction. Member States (MS) and contributing Third States will have access to Special reports and Incident reports which will be forwarded on a case-by-case basis as they are produced, in accordance with existing Council Security Regulations. Regular reports such as the Monthly Assessment Reports (MAR) and the Six-Monthly Reports (SMR) will be systematically forwarded by the HR to MS through the PSC delegation or the CIVCOM delegation (and RELEX Counsellors Working Party for the SMR), the EUSR, EU delegations, contributing Third States and the Commission. This annex to the OPLAN does not include any reporting related to the Head of Mission's contractual obligations to the Commission.

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The standardised format and labelling of reports should be as follows:

- Classification;

⁴ At present: Annex to the Council Decision 2001/264/EC on the Council's Security Regulations.

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- "Mission title";
- "ROUTINE" or "SPECIAL" or "INCIDENT REPORT" marker;
- category, e.g. "SPEREP No x";
- date and hour;
- covering period.

Communication system / transmission: The internal report chain will follow the chain of command. All Mission reports must be addressed to the CPCC and sent to the WKC who will transmit them to the CPCC for further distribution. Reports will be forwarded by appropriate technical means to ensure secure and timely transmission. EU Classified reports and transmissions will be sent via authorised secure facilities. Non-classified reports will be transmitted by data transmission facilities.

When sending SPECREP and INCREP, the Mission must contact by telephone the WKC asking confirmation and receipt.

Standard distribution lists will be established for the Mission and kept up to date by the CPCC.

2. REPORTS

The reporting system is expected to provide adequate, relevant and structured information and analysis to the chain of command, Member States, contributing Third States, the EUSR and the Commission on the Mission's progress and achievements along the lines of benchmarks/performance indicators where agreed in this OPLAN. The following chart sets out standard Mission reporting requirements as well as frequencies:

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REPORT	Frequency
Monthly Assessment Report (MAR), including PERSREP (Personnel Report) and ADMINREP (Administrative)	Monthly
Six Monthly Report (SMR)	Every six months
Special Report (SPEREP)	As Required
Incident Report (INCREP)	As Required

On a weekly basis and on a standard format, the Mission will also provide limited elements of information in view of the production by the WKC of the Weekly Operations Summary (WOS). The information will cover any significant events affecting the Mission, a state of play of the Mission significant activities, Head of Mission's comments, the security situation and Mission Staff Members data.

2.1 Monthly Assessment Report (MAR) (Routine Report)

Under the responsibility of the Head of Mission, the Mission will produce each month a Monthly Assessment Report (MAR).

The report will cover in an analytical way one calendar month and include an assessment of the Mission aims and achievements, the overall security situation in the host country and comments from an operational perspective including an assessment of results based on the benchmarking system of the Mission.

The MAR will also include a Personnel Report (PERSREP) and an Administrative Report (ADMINREP) covering the personnel and logistics / administrative situation of the Mission. The Administrative Report shall be submitted both to the Civilian Operations Commander and to the Commission. It should inform about the levels of expenditure, audits, if any, and about other issues in the field of administration and support such as procurement and equipment potentially available for other missions. This would also allow the HR and Commission to gain a broader view of the

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difficulties encountered by Missions and to contribute to finding horizontal solutions, as well as providing immediate support to the Head of Mission.

In principle, the MAR will be structured as follows:

- Executive summary;
- Overall assessment:
 - General situation;
 - Mission activities;
 - Relations with HC authorities;
 - Relations with the other EU actors, other IC organizations and representatives;
 - Assessment of regional context.
- Mission progress in each major Mission objective:
 - Highlights of relevant activities;
 - Analysis of progress towards achievement of major Mission objectives, taking into account developments and challenges.
- Security assessment (including Medical aspects);
- Public outreach:
 - Local coverage;
 - International coverage;
 - Visits to the Mission.
- Comments by Head of Mission;
- PERSREP;
- ADMINREP.

The Administration report will include the following documents:

Annex A: Organigramme of the Mission

Appendix 1: Monthly Budget Reporting

Appendix 2: Treasury Forecast

Appendix 3: Procurement

Appendix 4: Major Equipment

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- Month ahead:
 - Upcoming Mission activities in the next month;
 - Upcoming HC events and / or challenges.

2.2 Six-Monthly Report (SMR) (Routine Report)

Under the responsibility of the Head of Mission, the Mission will produce every six months a Six-Monthly Report (SMR).

The SMR aims at assessing the progress of the strategic and operational implementation of the Mission against agreed benchmarks / performance indicators and at identifying possible shortcomings / challenges which need to be addressed and adjusted.

It must be dense in substance and succinct in text and must not exceed 20 pages for its main body. Providing the chain of command with main trends and HoM analysis and HoM recommendations, the SMR informs the future decisions regarding the Mission, such as a possible review of the mandate, of structure, of resources, change in course of actions. It should also include lessons identified.

In principle, the SMR will be structured as follows:

- Executive summary;
- Political and security context;
- Analysis of progress against Mission priorities during the reporting period, including lessons identified, and of impact achieved including against benchmarks / performance indicators where agreed;
- Administration;
- Planning and objectives for the next six months;
- Comments by Head of Mission;
- Annex A Six Monthly Budget Consumption.

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Those parts of the SMR as well as any annexes thereto containing information on administration and/or procurement shall be reviewed in cooperation with the Commission prior to the distribution to the working groups. The Commission shall present the relevant parts of the SMR to the Relex Counsellors' Working Party.

When distributed by the CPCC, the SMR will be accompanied by a cover note by the Civilian Operations Commander containing the Civilian Operations Commander's observations and recommendations.

2.3 Special Report (SPEREP)

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The SPEREP aims at informing the chain of command on particular events / developments / issues that may have a particular effect on the Mission. It could also be a report on a relevant meeting held with host country authorities, for example.

In principle, the SPEREP will be structured as follows:

- Executive summary;
- Description of the developments / events / issues;
- Assessment of the developments / events / issues;
- Mission's actions and actions for the chain of command, as necessary.

2.4 Incident Report (INCREP)

Under the responsibility of the Head of Mission, the Mission will produce Incident Reports (INCREP) as required.

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Any event which is time critical and could have serious implications on Mission operability including incidents related to safety or security of Mission Staff Members, premises, finance or equipment, must be immediately communicated and reported to the Chain of Command. In such cases, priority will be given to the rapid transmission of the information, and in any case no later than 12 hours after the occurrence of the incident. The INCREP will trigger the Emergency SOPs agreed between the WKC and the CPCC. In case of an incident having financial implications, the INCREP will be forwarded to the Commission without delay.

In principle, the INCREP will be structured as follows:

- Description of the incident;
- Assessment of the incident;
- Action undertaken and effect on the Mission;
- Comments by Head of Mission.

3. INFORMATION EXCHANGE

The Mission will actively seek and exchange information with:

- Relevant EU instruments and bodies, including the EU Delegation and EU Heads of Missions;
- Local authorities and counterparts;
- Other international community organisations;
- Civil society organisations / NGOs and the media, as appropriate.

Permanent procedures for such exchange of information should be set up by the HoM.

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ANNEX R

REPORTING PROCEDURES AND INFORMATION EXCHANGE

1. GUIDELINES

The Head of Mission reports through the Civilian Operations Commander to the High Representative and PSC. Adequate level of reporting to PSC shall be ensured in order to allow it to provide political control and strategic direction. Member States (MS) and contributing Third States will have access to Special reports and Incident reports which will be forwarded on a case-by-case basis as they are produced, in accordance with existing Council Security Regulations. Regular reports such as the Monthly Assessment Reports (MAR) and the Six-Monthly Reports (SMR) will be systematically forwarded by the HR to MS through the PSC delegation or the CIVCOM delegation (and RELEX Counsellors Working Party for the SMR), the EUSR, EU delegations, contributing Third States and the Commission. This annex to the OPLAN does not include any reporting related to the Head of Mission's contractual obligations to the Commission.

Contents: Mission reports will be precise and concise in relation to the subject matter and will contain, as appropriate, a separate assessment on the Mission aims and achievements, based *inter alia* on performance indicators, with recommendations, as appropriate, of the signing authority.

Classification: Mission reports will be classified according to applicable Security regulations⁵.

Formats and labelling: The Mission must follow the reporting guidelines and the use of templates as issued by the Mission and within the framework provided by the Civilian Operations Commander's directives on the subject.

The standardised format and labelling of reports should be as follows:

⁵ At present: Annex to the Council Decision 2001/264/EC on the Council's Security Regulations.

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- Classification;
- "Mission title";
- "ROUTINE" or "SPECIAL" or "INCIDENT REPORT" marker;
- category, e.g. "SPEREP No x";
- date and hour;
- covering period.

Communication system / transmission: The internal report chain will follow the chain of command. All Mission reports must be addressed to the CPCC and sent to the WKC who will transmit them to the CPCC for further distribution. Reports will be forwarded by appropriate technical means to ensure secure and timely transmission. EU Classified reports and transmissions will be sent via authorised secure facilities. Non-classified reports will be transmitted by data transmission facilities.

When sending SPECREP and INCREP, the Mission must contact by telephone the WKC asking confirmation and receipt.

Standard distribution lists will be established for the Mission and kept up to date by the CPCC.

2. REPORTS

The reporting system is expected to provide adequate, relevant and structured information and analysis to the chain of command, Member States, contributing Third States, the EUSR and the Commission on the Mission's progress and achievements along the lines of benchmarks/ performance indicators where agreed in this OPLAN. The following chart sets out standard Mission reporting requirements as well as frequencies:

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The MAR will also include a Personnel Report (PERSREP) and an Administrative Report (ADMINREP) covering the personnel and logistics / administrative situation of the Mission. The Administrative Report shall be submitted both to the Civilian Operations Commander and to the Commission. It should inform about the levels of expenditure, audits, if any, and about other issues in the field of administration and support such as procurement and equipment potentially available for other missions. This would also allow the HR and Commission to gain a broader view of the

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difficulties encountered by Missions and to contribute to finding horizontal solutions, as well as providing immediate support to the Head of Mission.

In principle, the MAR will be structured as follows:

- Executive summary;
- Overall assessment:
 - General situation;
 - Mission activities;
 - Relations with HC authorities;
 - Relations with the other EU actors, other IC organizations and representatives;
 - Assessment of regional context.
- Mission progress in each major Mission objective:
 - Highlights of relevant activities;
 - Analysis of progress towards achievement of major Mission objectives, taking into account developments and challenges.
- Security assessment (including Medical aspects);
- Public outreach:
 - Local coverage;
 - International coverage;
 - Visits to the Mission.
- Comments by Head of Mission;
- PERSREP;
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The Administration report will include the following documents:

Annex A: Organigramme of the Mission

Appendix 1: Monthly Budget Reporting

Appendix 2: Treasury Forecast

Appendix 3: Procurement

Appendix 4: Major Equipment

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- Month ahead:
 - Upcoming Mission activities in the next month;
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2.2 Six-Monthly Report (SMR) (Routine Report)

Under the responsibility of the Head of Mission, the Mission will produce every six months a Six-Monthly Report (SMR).

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It must be dense in substance and succinct in text and must not exceed 20 pages for its main body. Providing the chain of command with main trends and HoM analysis and HoM recommendations, the SMR informs the future decisions regarding the Mission, such as a possible review of the mandate, of structure, of resources, change in course of actions. It should also include lessons identified.

In principle, the SMR will be structured as follows:

- Executive summary;
- Political and security context;
- Analysis of progress against Mission priorities during the reporting period, including lessons identified, and of impact achieved including against benchmarks / performance indicators where agreed;
- Administration;
- Planning and objectives for the next six months;
- Comments by Head of Mission;
- Annex A Six Monthly Budget Consumption.

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Those parts of the SMR as well as any annexes thereto containing information on administration and/or procurement shall be reviewed in cooperation with the Commission prior to the distribution to the working groups. The Commission shall present the relevant parts of the SMR to the Relex Counsellors' Working Party.

When distributed by the CPCC, the SMR will be accompanied by a cover note by the Civilian Operations Commander containing the Civilian Operations Commander's observations and recommendations.

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Under the responsibility of the Head of Mission, the Mission will produce Special Reports (SPEREP) as required. SPEREP can be drawn up at the Mission's own initiative or at the request of the CPCC or Member States.

The SPEREP aims at informing the chain of command on particular events / developments / issues that may have a particular effect on the Mission. It could also be a report on a relevant meeting held with host country authorities, for example.

In principle, the SPEREP will be structured as follows:

- Executive summary;
- Description of the developments / events / issues;
- Assessment of the developments / events / issues;
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Any event which is time critical and could have serious implications on Mission operability including incidents related to safety or security of Mission Staff Members, premises, finance or equipment, must be immediately communicated and reported to the Chain of Command. In such cases, priority will be given to the rapid transmission of the information, and in any case no later than 12 hours after the occurrence of the incident. The INCREP will trigger the Emergency SOPs agreed between the WKC and the CPCC. In case of an incident having financial implications, the INCREP will be forwarded to the Commission without delay.

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- Description of the incident;
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- Action undertaken and effect on the Mission;
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ANNEX

REPORTING PROCEDURES AND INFORMATION EXCHANGE

1. GUIDELINES

The Head of Mission reports through the Civilian Operations Commander to the High Representative and PSC. Adequate level of reporting to PSC shall be ensured in order to allow it to provide political control and strategic direction. Member States (MS) and contributing Third States will have access to Special reports and Incident reports which will be forwarded on a case-by-case basis as they are produced, in accordance with existing Council Security Regulations. Regular reports such as the Monthly Assessment Reports (MAR) and the Six-Monthly Reports (SMR) will be systematically forwarded by the HR to MS through the PSC delegation or the CIVCOM delegation (and RELEX Counsellors Working Party for the SMR), the EUSR, EU delegations, contributing Third States and the Commission. This annex to the OPLAN does not include any reporting related to the Head of Mission's contractual obligations to the Commission.

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Classification: Mission reports will be classified according to applicable Security regulations⁶.

Formats and labelling: The Mission must follow the reporting guidelines and the use of templates as issued by the Mission and within the framework provided by the Civilian Operations Commander's directives on the subject.

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difficulties encountered by Missions and to contribute to finding horizontal solutions, as well as providing immediate support to the Head of Mission.

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 - Highlights of relevant activities;
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 - Local coverage;
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 - Visits to the Mission.
- Comments by Head of Mission;
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The Administration report will include the following documents:

Annex A: Organigramme of the Mission

Appendix 1: Monthly Budget Reporting

Appendix 2: Treasury Forecast

Appendix 3: Procurement

Appendix 4: Major Equipment

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- Political and security context;
- Analysis of progress against Mission priorities during the reporting period, including lessons identified, and of impact achieved including against benchmarks / performance indicators where agreed;
- Administration;
- Planning and objectives for the next six months;
- Comments by Head of Mission;
- Annex A Six Monthly Budget Consumption.

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When distributed by the CPCC, the SMR will be accompanied by a cover note by the Civilian Operations Commander containing the Civilian Operations Commander's observations and recommendations.

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- Executive summary;
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ANNEX G

REPORTING PROCEDURES AND INFORMATION EXCHANGE

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The Head of Mission reports through the Civilian Operations Commander to the High Representative and PSC. Adequate level of reporting to PSC shall be ensured in order to allow it to provide political control and strategic direction. Member States (MS) and contributing Third States will have access to Special reports and Incident reports which will be forwarded on a case-by-case basis as they are produced, in accordance with existing Council Security Regulations. Regular reports such as the Monthly Assessment Reports (MAR) and the Six-Monthly Reports (SMR) will be systematically forwarded by the HR to MS through the PSC delegation or the CIVCOM delegation (and RELEX Counsellors Working Party for the SMR), the EUSR, EU delegations, contributing Third States and the Commission. This annex to the OPLAN does not include any reporting related to the Head of Mission's contractual obligations to the Commission.

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- Classification;
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- "ROUTINE" or "SPECIAL" or "INCIDENT REPORT" marker;
- category, e.g. "SPEREP No x";
- date and hour;
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Communication system / transmission: The internal report chain will follow the chain of command. All Mission reports must be addressed to the CPCC and sent to the WKC who will transmit them to the CPCC for further distribution. Reports will be forwarded by appropriate technical means to ensure secure and timely transmission. EU Classified reports and transmissions will be sent via authorised secure facilities. Non-classified reports will be transmitted by data transmission facilities.

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 - Local coverage;
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 - Visits to the Mission.
- Comments by Head of Mission;
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The Administration report will include the following documents:

Annex A: Organigramme of the Mission

Appendix 1: Monthly Budget Reporting

Appendix 2: Treasury Forecast

Appendix 3: Procurement

Appendix 4: Major Equipment

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- Month ahead:
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- Political and security context;
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- Administration;
- Planning and objectives for the next six months;
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- Annex A Six Monthly Budget Consumption.

Those parts of the SMR as well as any annexes thereto containing information on administration

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- Description of the developments / events / issues;
- Assessment of the developments / events / issues;
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Any event which is time critical and could have serious implications on Mission operability including incidents related to safety or security of Mission Staff Members, premises, finance or

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equipment, must be immediately communicated and reported to the Chain of Command. In such cases, priority will be given to the rapid transmission of the information, and in any case no later than 12 hours after the occurrence of the incident. The INCREP will trigger the Emergency SOPs agreed between the WKC and the CPCC. In case of an incident having financial implications, the INCREP will be forwarded to the Commission without delay.

In principle, the INCREP will be structured as follows:

- Description of the incident;
- Assessment of the incident;
- Action undertaken and effect on the Mission;
- Comments by Head of Mission.

3. INFORMATION EXCHANGE

The Mission will actively seek and exchange information with:

- Relevant EU instruments and bodies, including the EU Delegation and EU Heads of Missions;
- Local authorities and counterparts;
- Other international community organisations;
- Civil society organisations / NGOs and the media, as appropriate.

Permanent procedures for such exchange of information should be set up by the HoM.

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ANNEX H

REPORTING PROCEDURES AND INFORMATION EXCHANGE

1. GUIDELINES

The Head of Mission reports through the Civilian Operations Commander to the High Representative and PSC. Adequate level of reporting to PSC shall be ensured in order to allow it to provide political control and strategic direction. Member States (MS) and contributing Third States will have access to Special reports and Incident reports which will be forwarded on a case-by-case basis as they are produced, in accordance with existing Council Security Regulations. Regular reports such as the Monthly Assessment Reports (MAR) and the Six-Monthly Reports (SMR) will be systematically forwarded by the HR to MS through the PSC delegation or the CIVCOM delegation (and RELEX Counsellors Working Party for the SMR), the EUSR, EU delegations, contributing Third States and the Commission. This annex to the OPLAN does not include any reporting related to the Head of Mission's contractual obligations to the Commission.

Contents: Mission reports will be precise and concise in relation to the subject matter and will contain, as appropriate, a separate assessment on the Mission aims and achievements, based *inter alia* on performance indicators, with recommendations, as appropriate, of the signing authority.

Classification: Mission reports will be classified according to applicable Security regulations⁸.

Formats and labelling: The Mission must follow the reporting guidelines and the use of templates as issued by the Mission and within the framework provided by the Civilian Operations Commander's directives on the subject.

The standardised format and labelling of reports should be as follows:

⁸ At present: Annex to the Council Decision 2001/264/EC on the Council's Security Regulations.

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- Classification;
- "Mission title";
- "ROUTINE" or "SPECIAL" or "INCIDENT REPORT" marker;
- category, e.g. "SPEREP No x";
- date and hour;
- covering period.

Communication system / transmission: The internal report chain will follow the chain of command. All Mission reports must be addressed to the CPCC and sent to the WKC who will transmit them to the CPCC for further distribution. Reports will be forwarded by appropriate technical means to ensure secure and timely transmission. EU Classified reports and transmissions will be sent via authorised secure facilities. Non-classified reports will be transmitted by data transmission facilities.

When sending SPECREP and INCREP, the Mission must contact by telephone the WKC asking confirmation and receipt.

Standard distribution lists will be established for the Mission and kept up to date by the CPCC.

2. REPORTS

The reporting system is expected to provide adequate, relevant and structured information and analysis to the chain of command, Member States, contributing Third States, the EUSR and the Commission on the Mission's progress and achievements along the lines of benchmarks/performance indicators where agreed in this OPLAN. The following chart sets out standard Mission reporting requirements as well as frequencies:

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REPORT	Frequency
Monthly Assessment Report (MAR), including PERSREP (Personnel Report) and ADMINREP (Administrative)	Monthly
Six Monthly Report (SMR)	Every six months
Special Report (SPEREP)	As Required
Incident Report (INCREP)	As Required

On a weekly basis and on a standard format, the Mission will also provide limited elements of information in view of the production by the WKC of the Weekly Operations Summary (WOS). The information will cover any significant events affecting the Mission, a state of play of the Mission significant activities, Head of Mission's comments, the security situation and Mission Staff Members data.

2.1 Monthly Assessment Report (MAR) (Routine Report)

Under the responsibility of the Head of Mission, the Mission will produce each month a Monthly Assessment Report (MAR).

The report will cover in an analytical way one calendar month and include an assessment of the Mission aims and achievements, the overall security situation in the host country and comments from an operational perspective including an assessment of results based on the benchmarking system of the Mission.

The MAR will also include a Personnel Report (PERSREP) and an Administrative Report (ADMINREP) covering the personnel and logistics / administrative situation of the Mission. The Administrative Report shall be submitted both to the Civilian Operations Commander and to the Commission. It should inform about the levels of expenditure, audits, if any, and about other issues in the field of administration and support such as procurement and equipment potentially available for other missions. This would also allow the HR and Commission to gain a broader view of the

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difficulties encountered by Missions and to contribute to finding horizontal solutions, as well as providing immediate support to the Head of Mission.

In principle, the MAR will be structured as follows:

- Executive summary;
- Overall assessment:
 - General situation;
 - Mission activities;
 - Relations with HC authorities;
 - Relations with the other EU actors, other IC organizations and representatives;
 - Assessment of regional context.
- Mission progress in each major Mission objective:
 - Highlights of relevant activities;
 - Analysis of progress towards achievement of major Mission objectives, taking into account developments and challenges,
- Security assessment (including Medical aspects);
- Public outreach:
 - Local coverage;
 - International coverage;
 - Visits to the Mission.
- Comments by Head of Mission;
- PERSREP;
- ADMINREP.

The Administration report will include the following documents:

Annex A: Organigramme of the Mission

Appendix 1: Monthly Budget Reporting

Appendix 2: Treasury Forecast

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Appendix 3: Procurement

Appendix 4: Major Equipment

- Month ahead:
 - Upcoming Mission activities in the next month;
 - Upcoming HC events and / or challenges.

2.2 Six-Monthly Report (SMR) (Routine Report)

Under the responsibility of the Head of Mission, the Mission will produce every six month a Six-Monthly Report (SMR).

The SMR aims at assessing the progress of the strategic and operational implementation of the Mission against agreed benchmarks / performance indicators and at identifying possible shortcomings / challenges which need to be addressed and adjusted.

It must be dense in substance and succinct in text and must not exceed 20 pages for its main body. Providing the chain of command with main trends and HoM analysis and HoM recommendations, the SMR informs the future decisions regarding the Mission, such as a possible review of the mandate, of structure, of resources, change in course of actions. It should also include lessons identified.

In principle, the SMR will be structured as follows:

- Executive summary;
- Political and security context;
- Analysis of progress against Mission priorities during the reporting period, including lessons identified, and of impact achieved including against benchmarks / performance indicators where agreed;
- Administration;
- Planning and objectives for the next six months;
- Comments by Head of Mission;
- Annex A Six Monthly Budget Consumption.

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Those parts of the SMR as well as any annexes thereto containing information on administration and/or procurement shall be reviewed in cooperation with the Commission prior to the distribution to the working groups. The Commission shall present the relevant parts of the SMR to the Relex Counsellors' Working Party.

When distributed by the CPCC, the SMR will be accompanied by a cover note by the Civilian Operations Commander containing the Civilian Operations Commander's observations and recommendations.

2.3 Special Report (SPEREP)

Under the responsibility of the Head of Mission, the Mission will produce Special Reports (SPEREP) as required. SPEREP can be drawn up at the Mission's own initiative or at the request of the CPCC or Member States.

The SPEREP aims at informing the chain of command on particular events / developments / issues that may have a particular effect on the Mission. It could also be a report on a relevant meeting held with host country authorities, for example.

In principle, the SPEREP will be structured as follows:

- Executive summary;
- Description of the developments / events / issues;
- Assessment of the developments / events / issues;
- Mission's actions and actions for the chain of command, as necessary.

2.4 Incident Report (INCREP)

Under the responsibility of the Head of Mission, the Mission will produce Incident Reports (INCREP) as required.

Any event which is time critical and could have serious implications on Mission operability

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including incidents related to safety or security of Mission Staff Members, premises, finance or equipment, must be immediately communicated and reported to the Chain of Command. In such cases, priority will be given to the rapid transmission of the information, and in any case no later than 12 hours after the occurrence of the incident. The INCREP will trigger the Emergency SOPs agreed between the WKC and the CPCC. In case of an incident having financial implications, the INCREP will be forwarded to the Commission without delay.

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