

## **Frequently Asked Questions (FAQ) on the medical clearance procedure for international contracted staff of civilian CSDP missions**

In line with the Call for contributions (CfC)/ vacancy notice, candidates selected for an international contracted position have to prove that they are physically and mentally healthy and fit to work in the Area of Operation of the Mission. This means they have to undergo an extensive medical examination procedure, called “Fit to work clearance”.

The aim of these FAQ is to facilitate better understanding of the applicable rules in this regard.

### **1. What is the purpose of the Fit to work clearance?**

The purpose of the Fit to work clearance is to ensure, to the extent possible, that Mission Members deployed in the Area of Operation of a Mission (AoO) can perform a specific job or task, without being a hazard to him/herself and/or others.

### **2. Is the Fit to work clearance compulsory?**

Yes.

### **3. I am shortlisted, do I have to complete the procedure at this stage?**

No, only selected candidates are obliged to comply with the Fit to work clearance.

### **4. What shall I do to comply with the Fit to work clearance procedure?**

Selected candidates receive for the position s/he has agreed to accept a conditional offer with various annexes from the Mission. One of the Annexes is the package to complete the Fit to work clearance. The package is composed of a Medical Clearance Form, a Medical Clearance Context and the respective Job Description. The Medical Clearance Form has two parts: a detailed questionnaire that requires a self-assessment of the candidate about her/his health and a series of clinical examinations that the candidate has to undergo. On the basis of the result of these elements, the certified medical doctor of your choice assesses your health condition. The assessment is either “Fit to work” or “Not Fit to work”. After completing the procedure, the whole package (filled in and signed self-assessment form and the Medical Clearance Form) has to be sent to Medical Adviser of the Mission using the e-mail address appearing at the bottom of the Medical Clearance Form.

**5. Is there a deadline to complete the procedure?**

Yes. The Medical Clearance Form has to be sent back as soon as possible, but no later than seven (7) calendar days after receiving the request for completing the procedure. The deadline might be prolonged once for seven (7) calendar by the Medical Adviser, upon the request of the selected candidate.

**6. Shall I visit a medical doctor?**

Yes. Upon receipt, the candidate has to fill the self-assessment and then visit a certified medical doctor and give her/him the filled Medical Clearance Form, Medical Clearance Context and the Job Description.

**7. Is it important to give the Medical Clearance Context to the medical doctor?**

Yes. The Medical Clearance Context, together with your Job Description, provide for a detailed description of the living and health conditions of the host country of the Mission as well as requirements of the position and help the medical doctor to make an assessment. The medical doctor has to sign that s/he read and understood what is written in the Medical Clearance Context.

**8. Can I choose the examining medical doctor?**

Yes, but the examining medical doctor must be duly registered and authorised to exercise the medical profession in the country of practice and have competencies in Occupational Health, be a specialist in Family Medicine/General Practitioner or a specialist in Internal Medicine. S/he has to have sufficient level of English or French to complete the Medical Clearance Form.

**9. Will the medical doctor send the package back to the Mission?**

No, it is the sole responsibility of the candidate.

**10. I have successfully passed the Fit for work clearance for another post in a civilian CSDP Mission not so long ago. Do I have to pass the procedure again, before being recruited in the new position?**

The Fit to work clearance is linked to the specific living and health conditions of the host country of the Mission and the requirements of the position as defined in the Job Description. You are advised to consult the Medical Adviser whether your previous Fit to work clearance is valid in the position you have applied for.

**11. Can I be rejected as a selected candidate even if the assessment of my medical doctor is “Fit to work?”**

Yes. The Medical Adviser of the Mission may come to a different conclusion from that of your medical doctor. According to the procedure, in case of not sharing the medical doctor’s assessment, the Medical Adviser of the Mission has to consult an independent medical doctor assigned by Civilian Planning and Conduct Capability (CPCC) of the European External Action Service (EEAS). Following the consultation, the Medical Adviser may assess that the candidate is “Not Fit to work” and the Head of Mission/CivOpsCdr may decide to reject the recruitment of the candidate.

**12. What happens if the assessment of my medical doctor is “Not Fit to work”? Shall I still send it to the Mission?**

Yes, even if it is unlikely that the candidate will be recruited by/deployed to the Mission. However, the Medical Adviser of the Mission always evaluates all the information received and may come to a different conclusion. In this case, s/he has to consult an independent medical doctor assigned by CPCC. Following the consultation, the Medical Adviser may assess that the candidate is Fit to work and the Head of Mission/CivOpsCdr may decide to recruit the candidate.

**13. I don’t agree with the opinion of the medical doctor. Can I go to seek the advice of another one?**

No. Candidates have to send back the Medical Clearance Form as it was filled by the medical doctor the candidate has consulted.

**14. Can I appeal against the opinion of the Medical Adviser of the Mission?**

No. The Medical Adviser does not decide whereas s/he makes recommendations to the Head of Mission (HoM). Selected candidates may appeal against the decision of HoM within five (5) working days upon the receipt of the decision.

**15. Who will pay for the medical expenses?**

For candidates selected for an international contracted position, the Mission will reimburse the cost occurred upon proof of the payment. The original invoices have to be submitted to the Mission within 10 days after receiving the decision of the HoM on the recruitment.

**16. Do I get reimbursed if I am not recruited at the end?**

Yes. Selected candidates for a contracted position that have been requested to complete “Fit for work clearance” will get reimbursed irrespectively of the result of the recruitment.

**17. I have not received news from the Mission regarding my recruitment after having returned the filled in Fit to work package to the Medical Adviser. Whom should I contact?**

Your contact points are mentioned in the correspondence from the Mission. Please address your questions in writing on the Fit for work clearance to the Mission’s Medical Adviser (via his/her functional mailbox address) and regarding the recruitment process to the Mission’s Human Resources Office (also via a specific functional mailbox).

**18. Who will have access to my medical data?**

Medical data are sensitive data under Regulation (EU) 2018/1725 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and Standard Operating Procedure on the protection of personal data (CivOpsCdr instruction 12-2018). CPCC and the Missions processes the medical data of the candidates accordingly, and access is granted on strictly need-to-know basis.

Brussels, March 2021.