



EUROPEAN UNION

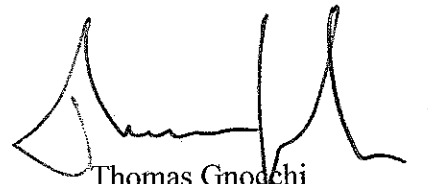
EUROPEAN UNION OFFICE IN KOSOVO /
EUROPEAN UNION SPECIAL REPRESENTATIVE
HEAD OF OFFICE

Pristina 04 June 2013
D(2013)TG/ft/954

Dear Deputy Prime Minister,

On behalf of Mr. Patrick Child, Administration and Finance Managing Director in the EEAS, I have the pleasure to transmit the enclosed letter and the annex.

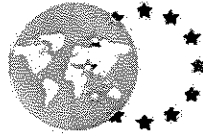
Yours sincerely,



Thomas Gnocchi
Acting Head of Office

Ms. Edita Tahiri
Deputy Prime Minister
Kosovo Government

EUROPEAN EXTERNAL ACTION SERVICE



Administration and Finance
Managing Director

Brussels, 31 May 2013
EEAS.MDR.A4/SC/EM(2013)

Deputy Prime Minister
Edita TAHIRI

With reference to the previous contacts between our services, the European External Action Service (EEAS) has the pleasure to announce you the availability of office space for a Liaison Officer and his support staff within the premises of the European Union Delegation to Serbia. The following logistical and administrative support can be offered:

- (1) one appropriate office space located inside the administrative area of the Delegation equipped with the standard office furniture and two parking spaces for a monthly rent of 884 €;
- (2) the Liaison Officer may bring one assistant and one driver;
- (3) the Liaison Officer and his support staff will be granted access to the administrative area of the Delegation under the access rules detailed in the annex attached to this letter;
- (4) the Head of Delegation will be responsible for all security and safety matters in the entire building. The Liaison Officer and his support staff will be briefed about the rules and procedures applicable to him in respect of access control regime, visitors regime, supporting staff regime, IT rules and cell phones regime, document management and other similar rules, in accordance with the annex attached to this letter. The Liaison Officer shall acknowledge these rules and shall give an undertaking in written to comply with them. In case of breach, the EEAS may request the withdrawal/replacement of the Liaison Officer and his support staff;
- (5) the Delegation will provide the Liaison Officer with telephone facilities and the communication costs shall be invoiced to the Liaison Officer;
- (6) all computer equipment, including PCs, printers and scanners, will be provided by the occupant. He will be allowed to use the wireless internet connection available in the administrative area;

(7) Upon request of the Liaison Officer, the services of the Special Representative of the European Union (EUSR) in Kosovo shall carry out the necessary registration formalities to provide plates for the vehicle used by the Liaison Officer.

The authorities of Kosovo shall insure the vehicle in accordance with the most extensive cover possible and shall be responsible for the settlement of any claims beyond the insurance cover that could arise from the use of the vehicle;

(8) the name, personal details and curriculum vitae of the designated Liaison Officer and of his support staff shall be communicated to the EEAS no later than one (1) week before his arrival;

(9) in case your authorities wish to replace the Liaison Officer or his support staff the EEAS shall be consulted and notified one (1) month before the effective change;

(10) the Liaison Officer and his support staff cannot represent the Delegation, nor commit the EEAS in any way, either legally or financially;

(11) national symbols may be displayed only inside the assigned office space;

(12) payments related to points 1 (monthly rent) and 5 (communication costs) shall be done via a bank transfer to the Delegation's bank account within two weeks following a formal request for payment made by the Delegation.

The European External Action Service is looking forward to know whether this offer meets your approval. In case of positive answer, this letter and your reply will represent the administrative arrangement between us related to the hosting of the Liaison Officer and of his support staff.

Sincerely


Patrick CHILD

Annexes: Annex on security rules/access rights

Cc: Vincent DEGERT