

Brussels, 06 November 2019

EUROPEAN SECURITY AND DEFENCE COLLEGE

Administrative Instruction II/2020

Subject: Financial and staff support for ESDC training activities

References:

- 1) Council Decision (CFSP) 2016/2382 of 21 December 2016
- 2) Administrative Instruction I/2019 of the Head of the ESDC dated 06 November 2018
- 3) Document ESDC/2019/160 dated 30 May 2019

General

- a. This new Administrative Instruction (AI) is based on the prioritisation exercise for 2020, conducted by the Steering Committee as reflected in Ref 3. It revokes and replaces the AI in Ref 2 for all training activities taking place after 01 January 2020.

Principles

Part I: Co-financing of activities under the auspices of the ESDC

- b. Financial support for the organisation of training activities in the ESDC budget 2020 is limited to:
 - EUR 220 000 -this support will make it possible to provide co-financing for about 100 different training activities.
 - EUR 135 000 are foreseen for the co-financing of cyber training activities.
- c. The budgetary limit for the support for each of the training activities is determined in accordance with the priority of the course as assigned by the Member States, as reflected in annex A. In case that the co-organising institutes will not absorb the allocated amount or part of it, the Head of the ESDC may decide to re-allocate the funds to another activity. The co-financing is therefore limited to:
 - i. EUR 10 000 for ten cyber training activities at a technical level on a case by case basis
 - ii. EUR 5 000 for the residential modules of the CSDP High-Level Course, including EUR 2 000 that will be prioritarily used for the co-financing of travel and accommodation for the HLC faculty. Please note that NO daily allowance will be paid for the faculty members.
 - iii. EUR 3 000 for training activities in quartile 4 (the 25% of types of training activities with the highest priority) and for pilot activities approved by the Steering Committee;
 - iv. EUR 2 000 for training activities in quartile 3
 - v. EUR 1 500 for training activities in quartile 1 and 2;

- vi. EUR 1000 for common modules not linked to traditional ESDC curricula with at least 1/3 civilian participants;
 - vii. Alumni events targeted at the former participants from EaP countries and from SAP partners are eligible for an additional EUR 500, if they are organised in the margins of one of the modules of the relevant training programme for partner countries.
- d. For the organisation and conduct of training activities in Brussels which no network member has volunteered to host, the budget will be limited to a maximum of EUR 3 000. This can include financial support for courses or seminars conducted by the ESDC Secretariat together with the EEAS or relevant Commission services. For 2020, the training activities foreseen are 'Improving interviewing skills and the selection procedure for civilian CSDP missions' organised with EEAS CPCC and 'CSDP Orientation Course for Press and Public Information Staff' organised with EEAS Strategic Communications. However, financial support from the training units of the institutions should first be examined.
- e. To allow proper planning and budgeting, Member States and/or training institutes should announce in good time the courses they plan to run under the ESDC. Late announcements may result in reduced or no financial contribution owing to budgetary limitations.
- During the planning phase of a training event, the training institutes can check through their appointed training manager if money has been committed to the event. Commitments will be made on a first come, first served basis if the budget doesn't cover all the planned training events. Money will be allocated as funds become available throughout the year.**
- f. The following types of cost may be covered:
- coffee breaks;
 - travel expenses (economic option) incurred by the course director and/or supporting staff if courses are held at a location other than his or her institute;
 - travel expenses (economic option) incurred by lecturers, HLC faculty members (subject to the prior, written consent of the Head of the ESDC), experts and trainers if they do **not** come from one of the EU institutions or agencies;
 - per diems which cover accommodation, meals, local travel and sundry expenses incurred by the course director and/or supporting staff and/or lecturers **not** coming from one of the EU institutions or agencies in line with the Guide to Missions and Authorised Travel (applicable to any mission/authorised travel carried out from 28th March 2018); the applicable rates of the per diems must not exceed the scales detailed in Annex D;
 - per diems which cover accommodation only for HLC faculty members (subject to the prior, written consent of the Head of the ESDC), if they do **not** come from one of the EU institutions or agencies; in line with the Guide to Missions and Authorised Travel (applicable to any mission/authorised travel carried out from 28th March 2018); the applicable rates of the per diems must not exceed the scales detailed in Annex D;
 - one networking event (e.g. ice-breaking event or official course dinner);
 - costs of conference facilities;
 - bus transport costs related to the course;
 - the fees of external specialised mentors or facilitators whose services are needed to ensure that the course is conducted in its entirety (i.e. not for a single day), subject to the prior, written consent of the Head of the ESDC;

- Concerning the training activities of the Cyber ETEE platform at a technical level, experts/lecturers may be outsourced for specific timeslots of the program (in order to ensure high competence expertise), subject to the prior consent of the Head of the ESDC;
- Software licencing/usage for forensic analysis, network analysis, incident response/handling, malware analysis, reverse engineering, penetration testing and cyber threat intelligence etc.
- VAT: only if the requesting training institute can show that it is **not** tax-exempted and that it **cannot** recover taxes under the applicable national law.
- administrative support costs subject to the prior consent of the Head of the ESDC (e.g. printing costs, entrance fees in the context of the course topic).

g. The following costs cannot be reimbursed:

- any extras/tips;
- cultural/guided visits, unless it concerns a field visit in line with the learning outcomes foreseen in the curriculum of the event;
- salaries;
- lecturers'/experts' fees (except in the cases specified above);
- penalties;
- Currency exchange losses.

h. The organising institute should fill in the payment request (template in Annex B) and submit it with the evaluation report of the activity. The requested amounts should be in EURO, using the inforEuro converter (<https://ec.europa.eu/budget/graphs/inforeuro.html>).

Part II: Procedures

a. The **Member State/hosting institute**,

- when announcing the course in the ESDC academic program, shall indicate whether a request for co-financing will be submitted after the course;
- during the preparation of the course and before the course starts, shall contact the relevant training manager in the ESDC Secretariat in order to obtain a 'provisional agreement' on the eligibility of the costs they are planning to claim, and shall establish a written financial plan for the reimbursement request. In the absence of a written financial plan, **any commitments undertaken by the ESDC for the good conduct of the course will have priority on the request for reimbursement from the side of the training institute.**
- after completion of the training activity, and as soon as possible:
 - shall submit a payment request to the ESDC Secretariat using the template letter attached (see Annex B);
 - shall ensure that the payment request includes all relevant **original** invoices and travel tickets (boarding passes, train tickets, etc.) related to the co-financing costs;
 - shall submit to the ESDC Secretariat via e-mail scanned copies of the payment request and the relevant documents/invoices etc. The ESDC financial cell will inform the MS/hosting Institute for any possible adjustments, in order for the original documents to be sent to the ESDC via post;

- The payment request should be submitted **at the latest** 90 calendar days after the end of the training activity AND NO LATER than 15 January of the year X + 1. Late submissions will result in no financial contribution;
 - shall submit to the ESDC Secretariat, together with the payment request, the evaluation report for the course in accordance with the principles established by the Executive Academic Board and the final programme. This report shall include an analysis by the training provider of the main points to keep and to improve. It may be supplemented by an appreciation by the ESDC training manager;
 - in the event that the request includes VAT, shall submit proof that it is not tax-exempted and that it cannot recover taxes under applicable national law;
 - in the event that original invoices and original travel documents cannot be submitted, copies shall be accepted as long as each page includes an original stamp from the Member State/training institute/training provider.
 - procurement procedures established by the training providers may be used provided that the European Union Financial Rules and the principles of transparency and sound financial management are applied, while taking care to avoid any conflict of interest. In general, if the implementation of an action requires procurement by the training provider, the contract must be awarded to the tender offering best value for money (i.e. the tender offering the best price-quality ratio) or, as appropriate, to the tender offering the lowest price. The training providers should be able to justify the choice of the tenderers and shall keep sufficient and appropriate documentation with regard to the procedures applied.
- If the training activity is conducted jointly by different training providers and/or different Member States, the payment request shall be forwarded by one single provider. However, payments will not exceed the budgetary limit established for this training activity.
 - High-Level Course faculty members who want to make use of the possibility of co-financing their participation, will inform the Head of the ESDC and the HLC Course Director PRIOR to the start of each module. Priority will be given to those faculty members who attend all modules of the High-Level Course. Faculty members who have not obtained the agreement of the Head of the ESDC will not be entitled to reimbursement of incurred costs. Co-financing will be limited to maximum EUR 1 000 per faculty member and per module. In case of competing requests, the Head of the ESDC will seek the written advice of the Course Director.
 - Following their participation in the module, the faculty members will fill in a payment request, as annex C and send the original boarding passes (electronic or printed) and the original invoices for the flights and accommodation to the ESDC Secretariat, together with their financial information in order to receive the reimbursement within 90 days following the end of the module and no later than on 15 January 2021.

b. The ESDC Secretariat:

- shall issue and keep up-to-date an overview of the training programme including the courses eligible for co-financing and the budgetary limits set in line with paragraph 3 of this instruction;
- shall present this overview to the EAB and to the Steering Committee on a regular basis;
- shall pay to the Member State/training institute/training provider the duly substantiated co-financing costs within 30 days of receipt of the original payment request and original invoices and travel documents - there shall be no payments on the basis of advanced copies;

- shall not pay more than the budgetary limit established for this type of course in paragraph 3, whilst also observing the limits of per diem rates set in Annex D;
- shall forward the evaluation report to the Executive Academic Board;
- shall relaunch the prioritisation exercise on a yearly basis, together with the preparation for the budget.

In order to maximise the number of courses that can be supported by the ESDC training managers, the measures agreed during the ESDC Steering Committee on 30 September 2016 will be strictly applied. The agreed measures include:

- ESDC will offer reduced support to courses organised outside Brussels;
- No support will be given to courses in Brussels where 50% or more of participants come from just one Member State;
- In case the request to use an EU building does not receive a positive outcome, the organising Institute will be requested to find a solution;
- As general principle, all new tasks will be linked to additional resources.

Part III: Travel cost for the Chairmen of the EAB and its configurations for the respective regular meetings, IG experts (for 2 IG meetings) and PhD fellows (in the framework of the Doctoral Summer University).

- All expenses shall be subject to the prior consent of the Head of the ESDC, based on a documented cost-estimate requesting the financing of the travel.
- The costs for accommodation shall be limited to the ceilings as foreseen in annex D and shall only cover the minimum number of nights necessary to attend the respective meetings/events. The travel cost shall include only the tickets cost (economic option) and the accommodation cost (breakfast included).
- The interested parties are responsible for purchasing their own tickets (economy class only). The reimbursement of the expenditures shall be requested by **filling in the payment request as annex C** and providing the original supportive documents (e-tickets, invoices, receipts and boarding passes).

For the ESDC

DUBOIS, Dirk

Head

Annexes

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| A | Prioritisation of ESDC courses |
| B | Template payment request form for Member State/training institute/training provider |
| C | Template payment request for reimbursement of travel expenditure |
| D | Per diem rates |

Prioritisation of ESDC courses

Course number	Description of Course	Quartile
1	CSDP High Level Course	4 quartile
3	CSDP Orientation Course /Training Program	4 quartile
33	Pre Deployment Training Course	4 quartile
20	Cluster Cyber Activities	4 quartile
26	EU Course on fragility, security and development in the context of external action (With DG DEVCO)	4 quartile
7	Course on the Strategic Planning Process of CSDP Missions and Operations	4 quartile
10/11/11b	Cluster Security Sector Reform/Basic course (3 days residential)/Core course (7 days residential)/ In-mission course	4 quartile
17	Course on Civilian aspect of Crisis Management	4 quartile
18	Advanced Course for Political Advisors in CSDP Missions and Operations (modular; Brussels, Geneva, Vienna)	4 quartile
21/41	Cluster Gender/ A Comprehensive Approach to Gender in Operations Integration of a Gender Perspective in CSDP	4 quartile
40	EU Facing “Hybrid Threats” Challenges	4 quartile
49	Migration flows, border management and CSDP	4 quartile
51	Advanced Modular Training	4 quartile
no number	pilot activities	4 quartile
2	Training of Trainers	3 quartile
22	EU Senior Mission Leaders Course	3 quartile
36	The Challenges of Securing Maritime Areas for the European Union	3 quartile
37	EU Integrated Crises Management	3 quartile
43	Mentoring and Advising in Civilian CSDP Missions	3 quartile
45	CSDP Conflict Analysis Course - From Conflict Analysis to Integrated Action: Generating Strategies for intervention	3 quartile

46	The New Peacekeeping Operations as a Stabilising Factor for the EU	3 quartile
52	Climate change and Defence & Security	3 quartile
6/53	Cluster Press and Public Information/ StratCom/CSDP Course for Press and Public Officers /Strategic Communication in the Context of Security and defence (pilot 2019)	2 quartile
25	Course on European Armament Cooperation (modular)	2 quartile
28	Mediation, Negotiation and Dialogue Skills for CSDP	2 quartile
30	The Protection of Civilians in Armed Conflict	2 quartile
31	Course on Building Integrity and Reducing Corruption in the Security and Defence Sector	2 quartile
32	Cross-Cultural Competence for CSDP Missions and Operations	2 quartile
44	Disaster Relief in CSDP Context	2 quartile
55	Investigating and Preventing Sexual and Gender Based Violence in Conflict Environments (Training of Trainers)	2 quartile
56	Improving performance in CSDP (pilot 2019)	2 quartile
8/34	Course on the EU Crisis Management Capability Development	1 quartile
14	Course on Recovery and Stabilisation Strategies (before: Peace Building Course)	1 quartile
15	International Law for Military Legal Advisers Course (modular)	1 quartile
27	The Challenges of Space for EU and CSDP	1 quartile
35	EU Concept Course on Civilian Crisis Management	1 quartile
47	International Contracting Course	1 quartile
48	Safety and Security Awareness Training (in-mission)	1 quartile
50	Critical infrastructure protection in CSDP environment	1 quartile
54	EU Logistics course (pilot 2019)	1 quartile



Payment Request Form- Organisation of an activity

From	
Date	
To	EEAS, European Security and Defence College (ESDC), B100 office 01/11, 1046 Brussels, Belgium
1. Training activity /Date/Location	<i>e.g. CSDP Orientation Course (activity number 19-20/3/5), held at Thessaloniki, Greece on 1-5 October 2020</i>
2. Number and types of participants (Member States, EU institutions, third countries and IOs, gender)	<i>e.g 34 participants in total;17 male, 17 female;15 from EU MS, 15 from third countries, 4 from NATO;</i>
3. Organising Institute(s)	
4. Name(s) of Course Director and supporting staff	
5. Evaluation Report Reference Number	<i>ESDC/2020/001 or N/A only in cases of non-courses</i>
6. Name of ESDC Training Manager	
7. Description of input of the training provider	<i>(e.g rent of the venue, 2 staff members for 16 working days, 30 notebooks, printouts and stationnary, cleaning services)</i>
8. Overall operational budget in Euro including costs of point 7	<i>(rough assessment in EURO)</i>
9. Name, address and bank account (IBAN) of the co-financing support recipient	

10. In case of certified copies, location and holder of the original documents	
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11. Is VAT included? Please reply from the drop down list)	<i>e.g. 'Yes. A declaration stating that our institute is not exempted from VAT is enclosed' or 'No. Our institute is exempted from VAT'.</i>
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12. Co-financing costs in line with <u>paragraph f</u> of the ESDC Administrative Instruction II/2020					
Serial number	Description/type of cost	Supplier	Number of Invoice	Cost in local currency	Cost in Euro
1	<i>e.g coffee breaks</i>				
2					
3					
4					
5					
6					
7					
8					
9					
Total of co-financing support					0.00

Kindly be reminded to enclose:

1. A declaration on honour in case of a per diem request; (that per diems are paid only by the ESDC).
2. A declaration on honour in case that the boarding passes are not enclosed (that the boarding passes cannot be retrieved).
3. Only original supportive documents. If this is not possible, all supportive documents should bear a stamp of the organisation and a signature verifying that they are certified copies.

Name	
Date	
Signature	



**Payment Request Form for Travel expenses
(Chairs of ESDC EAB / EAB configurations, IG
experts and PhD fellows)**

From (Name, address and function)	
Date	
To	EEAS, European Security and Defence College (ESDC), B100 office 01/11, 1046 Brussels, Belgium
Meeting/Location/Date	<i>e.g. EAB meeting, 05 March 2020, Brussels</i>
Please provide the departure/destination location	<i>In case the departure/destination location is different from your working/living location, please provide a price comparison of the respective itinerary.</i>
Please indicate if prior approval has been granted (Yes/No)	

Bank account (IBAN)	
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Co-financing costs

Serial number	Type of cost (please choose the type from the dropdown list)	Reference Number of Invoice/Receipt	Cost in local currency	Cost in Euro	Info
1	<i>Hotel</i>	<i>3241/ABC hotel</i>			document enclosed
2	<i>Flight ticket from Athens to Brussels and vice versa</i>				document enclosed
3	<i>e.g metro ticket from the airport</i>				document enclosed
4	<i>e.g metro ticket from the airport</i>				document enclosed

Kindly take note that copies of the boarding passes must be enclosed (screenshots are also accepted). In case that the boarding pass cannot be retrieved, please insert a respective statement. (e.g. I hereby confirm that I cannot retrieve the boarding passes)

I hereby confirm that the above-mentioned expenses are covered only by the ESDC.

Signature

Current per diem rates

These rates are valid until further notice. Per diems cover accommodation, meals, local travel within the place of mission and sundry expenses. The following must be taken into account:

- The amount of the Daily allowance will be in accordance with the Guide to Missions and authorised travel. Meals offered or included in the cost of accommodation are deducted from the daily allowance (15% for breakfast, 25% for lunch/dinner).
- If breakfast is included in the room rate, the hotel ceiling is increased by 15% of the DA in order to cover its costs. Similarly a deduction of 15% will be applied to the daily allowance.
- For the first 24 hours, daily allowances are calculated on an hourly basis (from 0 to 6 hours: 0.2 DA, from 06.01 to 12.00:0.5 DA, from 12.00 to 24.00 hours:1 DA). After 24 hours, each hour started corresponds to 1/24 DA. The duration of the mission is increased by 2 hours on the outward and return journeys (4 hours in total) for air and boat journeys and 1 hour on the outward and return trips (2 hours total) for travel by train.

EU Member States

Destination	Hotel ceiling €	Daily allowance ceiling €
Belgium	148	102
Bulgaria	135	57
Czech Republic	124	70
Denmark	173	124
Germany	128	97
Estonia	105	80
Ireland	159	108
Greece	112	82
Spain	128	88
France	180	102
Croatia	110	75
Italy	148	98
Cyprus	140	88
Latvia	116	73
Lithuania	117	69
Luxembourg	148	98
Hungary	120	64
Malta	138	88
Netherlands	166	103
Austria	132	102
Poland	116	67

Portugal	101	83
Romania	136	62
Slovenia	117	84
Slovak Republic	100	74
Finland	142	113
Sweden	187	117
United Kingdom	209	125

For other countries: please contact the ESDC Secretariat.